

DIRECTOR OF ADMINISTRATIVE SERVICES

A. General Definition:

This is a highly responsible administrative and supervisory position involved with planning, directing, and coordinating the administration of the Borough. This involves responsibility for budget and finance, personnel, central purchasing and general services, and public relations. Employee has responsibility for over-all direction and coordination of all-line departments, except Police, to see that they are in conformance with policy directives, rules and regulations and the Home Rule Charter. This also includes the review of personnel needs, space and equipment, adherence to budgetary requirements as well as policies and regulations of the various departments. Employee is responsible for providing services in research, planning, development and coordination of all departments and official boards, agencies, and commissions of the Borough. General direction is received from the Council through conferences and policy directives, and work is reviewed for the achievement of desired objectives.

B. Basic Duties and Responsibilities:

The Director of Administrative Services shall serve as Secretary and Administrative Assistant to the Council. In addition to any other powers and duties assigned to him by the terms of the Home Rule Charter or by ordinance, he shall:

- (1) Attend all meetings of the Council and keep full minutes of its proceedings.
- (2) Transcribe the bylaws, rules, regulations, ordinances, and resolutions adopted by the Council into a book or books kept for that purpose.
- (3) Preserve and maintain all records and documents of the Borough.
- (4) Have custody of the corporate seal of the Borough and deliver the same to his successor along with all books, papers, and other records and things belonging to the Borough.
- (5) Certify copies of any book, paper, record, bylaw, rule, regulation, resolution, ordinance or proceeding of the Borough, under the seal thereof.
- (6) Attest, by his signature, the execution of all instruments and ordinances of the Borough.
- (7) File of record proof of service of all notices required by law or by the Charter.
- (8) Receive and dispatch all official Borough correspondence.
- (9) Supervise the authorized purchase of goods and services for the Borough according to the instructions of the Council.
- (10) Prepare and disburse the Borough payroll.

- (11) Assist the Council and the Mayor in the preparation of the Borough budget.
- (12) Under the direction of the Council, supervise the day-to-day operation of all departments of the Borough except the Police Department.
- (13) Make available, upon request, to any elected officer of the Borough information in his custody related to the business of the Borough.
- (14) Perform or cause to be performed any other administrative act reasonably related to the business of the Borough requested of him by the Mayor, the Council, or any Committee of the Council.
- (15) Have all necessary incidental powers to perform and exercise any of the duties and functions of his office as set forth in the Charter or as lawfully delegated to him.
- (16) Administer the Personnel System of the Borough subject to the provisions of law, the Charter, or ordinance including such matters as:
 - i. Recruiting and recommending for Council's consideration, through its appropriate committees, persons for Borough employment, except those positions covered by Civil Service.
 - ii. Participating in and administering labor relations programs including conducting contract negotiations, contract administration, and related programs at the direction of Council.
 - iii. Developing and maintaining records reflecting all aspects of the service of Borough employees.
- (17) Provide assistance to the Council and the Chief Executive Officer in the development of operating budgets, long-term fiscal programs, and related budgetary and administrative analyses including:
 - i. Develop a budget calendar, forms, and procedures subject to the provisions of law, the Charter or ordinance.
 - ii. Participating in budget analyses and hearings relative to budget requests, budget amendments, and budget allocations.
 - iii. Maintaining budget expenditure control during the course of the fiscal year and keeping the Council and Chief Executive Officer informed on the progress and developments of plans, policies and programs as they relate to the budget.
 - iv. Reviewing, analyzing, and recommending improvements in the administrative organization and procedures throughout the Borough.

- v. Assisting departments and other units of the Borough in the development of administrative manuals and in the solution of administrative and organizational problems.
- vi. Performing such research and studies as Council may direct.

(18) Prepare and file with the appropriate county, state and federal agencies and departments the reports and documentation required by them.

C. Position Requirements:

- (1) Extensive knowledge of present day concepts in the field of public administration.
- (2) Thorough knowledge of fiscal policies and procedures as they apply to municipal finance administration.
- (3) Thorough knowledge of the operation of a central purchasing system.
- (4) Thorough knowledge of public personnel principles.
- (5) Ability to plan, organize, and direct the programs and activities of a department of administration and to supervise a staff of professional and non-professional personnel.

D. Minimum Acceptable Training and Experience:

- (1) Extensive experience in administration and experience in planning, organizing, and directing administrative services; considerable experience in the area of municipal finance administration and accounting; or
- (2) Any acceptable equivalent combination of acceptable training and experience which has included at least five (5) years in public or business administration.

E. Physical and Medical Standards:

Ability to meet approved minimum physical, medical, and psychiatric and/or psychological standards established for the position.

F. Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.