

State College Borough

Assistant Borough Manager/Chief Financial Officer

Job Description



REPORTS TO: Borough Manager
ROLE & LEVEL: L6

DEPARTMENT: Administration
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Assistant Borough Manager/Chief Financial Officer conducts professional, administrative work in the field of public and financial administration. This particular position is responsible for overseeing and coordinating the services of all agencies that focus on financial services, tax collection, procurement, risk management, and information technology. Performs a variety of assigned activities on behalf of the Manager, and if so designated, serves as Acting Manager in the Manager's absence. The position involves a great deal of interaction with Council members, staff, the public, and other governmental entities. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the Borough's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, directs and evaluates all activities of the divisions of Financial Services, Tax Collection Services, Purchasing and Risk Management, and Information Technology
- Attends meetings of Council, various authorities, boards and commissions; keeps the Manager informed of discussions and actions taken at meetings, as needed
- Oversees the preparation and coordinates the completion of departmental and special fund annual operating budgets
- Oversees the performance management program and serves as the Borough's director of performance analytics
- Participates as a team member on various cross-functional and cross-agency teams
- Coordinates information among staff and Council and the various agencies and groups affecting or affected by Council actions
- Conducts research and prepares reports and recommendations on various special projects as assigned by the Manager; provides detailed analysis of a project or problem and explores various alternatives in determining the best course for the Borough
- Assumes responsibility for implementation of projects assigned by the Manager and represents the Manager as needed

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- In the absence of the Manager, may assume the responsibilities and authority of that position, including supervisory authority over all staff and the duty to respond to the needs of Council and the community

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of public administration principles and the ability to apply them for the Borough
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organization-wide and departmental goals
- Ability to develop organization-wide departmental goals, objectives, and procedures
- Ability to develop and administer budgets and understand financial reports
- Ability to foster collaboration in a complex organizational environment
- Ability to communicate effectively orally and in writing
- Ability to delegate, manage, and supervise effectively
- Ability to lead and motivate others to achieve goals

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MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration or related discipline; supplemented by ten or more years' directly-related experience, including at least five years of supervisory or management experience in local government; or an equivalent combination of education, certification, training, and/or experience. May be required to have special certifications. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Master's degree
- Previous experience in a community that supports a higher education institution

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability. Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date