



**BOROUGH OF YEADON  
DELAWARE COUNTY, PENNSYLVANIA 19050**

**JOB TITLE: Borough Manager**

**Department: Administration**

**Reports to: Borough Council**

**Date: September 2023**

**Job Description:**

This is an advanced level administrative position in the Borough of Yeadon and shall oversee all administrative management and functions of the Borough. Assignments are varied and require the application of independent thinking, initiative, and organization as well as advanced problem-solving abilities. Work involves daily contact with Borough residents, elected officials, members of the business community as well as frequent interaction with all levels of Borough staff. The Borough Manager shall be the chief administrative officer of the Borough. The Borough Manager shall be chosen solely based on his or her executive and administrative qualifications, with special reference to his or her training and/or experience in municipal management.

**Primary Responsibilities:**

1. Be responsible to Council for carrying out all policies and programs established by Council.
2. Direct and supervise the administration of all departments and offices of the Borough, except as otherwise provided by law.
3. Approve the disbursement of funds appropriated by Council and report to Council on such disbursements at regularly scheduled Council meetings.
4. Appoint and, when he or she deems it necessary for the good of the service, suspend or remove Borough employees and appointed officers, except police, on the basis of merit, except as otherwise provided by law.
5. Work in collaboration with Borough Solicitor and Borough Engineer.
6. Make such recommendations to Council concerning policy formulation as he or she deems desirable.
7. Prepare and submit the annual budget to Council together with such explanatory comment as he or she may deem desirable and administer the approved budget.

8. Keep Council and the public informed as to the conduct of Borough affairs.
9. Prepare the agenda and attend all meetings of Council with the right to take part in discussion when recognized by the President of Council.
10. Negotiate contracts for the Borough and sign such contracts on behalf of the Borough upon the approval of Council as authorized by law.
11. Perform such other duties as are designated by Council.

### **Required Knowledge, Skills, and Abilities**

Proficient in basic math skills;  
Strong computer skills in Microsoft applications;  
Ability to use office equipment, such as computers, telephones, copiers, and calculators;  
Ability to keep sensitive and privileged information confidential; and  
Excellent interpersonal skills and ability to be courteous and respectful while dealing with the public.

### **Preferred Minimum Training and Experience**

Associate's Degree (preferred);  
Excellent customer service and communications skills;  
Familiarity with Microsoft applications; and  
At least five years of experience working in municipal government and/or as a management.

### **Physical Demands**

Lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Walking or standing is often necessary in carrying out job duties.

### **Working Conditions**

Most work is done in an office environment. There may be occasional exposure to temperature extremes, dust, and outdoor events with some evenings and weekends.

### **Other Requirements**

1. Submit all information necessary for a background and credit check; including but not limited to, a child abuse clearance from the state of Pennsylvania;
2. Submit to a drug test at time of hire and periodically during employment; and
3. High energy and self-motivated and needing minimum supervision to complete tasks.