

The Borough of Bryn Athyn is a small, residential municipality in suburban Montgomery County, just outside Northeast Philadelphia, with a population of 1,400 residents. Bryn Athyn covers only two square miles, and a great deal of that is preserved open space. Bryn Athyn has been a Home Rule Municipality since 1979, although its official name remains the Borough of Bryn Athyn. We support our community with Fire/EMS Services, Police, Public Works, and a sanitary sewage collection system and treatment plant.

Borough Manager

Manages and directs the administration of Borough affairs and services; assures compliance with laws, regulations and ordinances in an efficient and economical manner providing Borough Council with pertinent information as well as recommendations and actions. The Manager would assist us in navigating the future of our community, enhance our current capabilities, and provide for open and regular communication with our residents to improve and strengthen our relationship. This is a rare opportunity to lead and manage an engaged community to develop a meaningful legacy in a municipality with strong values and integrity.

Additional Duties

Zoning Officer, Finance Officer, Purchasing Officer and Building Code Official

Organizational Relationships

Borough Manager reports to Borough Council and collaborates closely with the Mayor, President of Borough Council and professional advisors including but not limited to the Solicitor, Engineer, Auditor, and Tax Collector. The Manager also works with all appointed boards and commissions. Acts as a liaison with officials and members of other local, state, and federal governments and agencies, utilities, and community organizations to maintain effective relationships.

Principal Responsibilities

1. Attends all public and business meetings with responsibility for taking notes and preparing minutes of meetings, typing, and distributing meetings agendas and legal notices as required.
2. Manages the business affairs and provision of services for the Borough including responsibility for coordinating and assisting all departments providing clear and supportive leadership to Borough employees.
3. Supervises and reviews all personnel functions to determine compliance with Borough policies.
4. Serves as Chief Financial Officer, prepares and oversees Borough Budget, providing appropriate periodic forecasts of income and expenditures and working closely with Council determining program and project priorities.
5. Oversees and coordinates Borough's compliance with the Uniform Construction Code serving as Borough Zoning Officer and Building Code Official. Coordinates Subdivision and Land Development application process.
6. Develops and maintains a public communication program to keep residents informed on Borough activities and programs.

7. Prepares, in conjunction with the President of Borough Council, all meeting agendas providing all pertinent and relevant documentation, allowing for a proper review period for Borough Council prior to meetings.
8. Serves as Purchasing Officer, coordinating departmental purchases; participates in preparation of bidding and contract documents in conjunction with Solicitor and appropriate Council members, oversees contract execution and completion.
9. Maintains a current knowledge of and enforces Borough ordinances by providing counsel, interpretation, and direction to residents.
10. Manage weekly payroll and Human Resource activities for Borough staff.
11. Ensure compliance with all applicable local, county, and state regulations.
12. Actively seeks grant opportunities and oversees preparation of grant application.

Necessary Traits

- Communicate effectively with superior written and oral skills with proficiency in public presentations.
- Strong fiscal management abilities including financial forecasting, cost benefit analysis, capital improvement programming, and budget development.
- Ability to initiate and take an anticipatory approach towards problem solving.
- Accessibility and visibility in the community.
- Ability to promote thorough and fully responsive implementation and follow through on council policies, decisions, actions, and directions.

Education, Experience and Training Required

- Bachelor's Degree from an accredited College or University.
- Credits in Certified Borough Officials (CBO) Program.
- Previous experience as a Municipal Manager or an Assistant Manager
- Extensive knowledge of Homer Rule governance, the Pennsylvania Borough Code, Sunshine Act, Right-to-Know Law, and Home Rule governance.
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Candidates should send a cover letter, resume, and salary history/expectation in one attachment to manager@brynathynboro.org. Deadline is noon on Thursday, August 6th. The Borough is an Equal Opportunity Employer.