



HAINES BOROUGH POSITION DESCRIPTION **Borough Manager**

SUMMARY:

The Borough Manager implements policy as set by the borough assembly and is the chief administrative officer of the borough reporting directly to the assembly and working at their will. This position is responsible for the effective and efficient administration of all borough services through the overall supervision of administrative staff and department heads. The manager performs duties under the directives of borough laws and ordinances within policy guidelines from the borough assembly. This position works closely with the mayor, borough assembly, borough officers, department heads, all special committees and boards, and the public. It is also a liaison position between the mayor/assembly and all department heads. The manager coordinates activities of the borough departments, borough officers, and committees and boards, and delegates duties as needed. This job description reflects the assignment of essential duties and responsibilities and does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Serves as chief administrative officer of the Borough and is responsible for the effective and efficient administration of all Borough services.
2. Supervises the enforcement of municipal law and carries out the directives of the borough assembly.
3. Appoints department heads and directs the internal administration operation of all borough departments through department heads and borough officers.
4. Serves as personnel officer. Is responsible for hiring and terminating borough employees subject to the provisions of Haines Borough code and all other pertinent laws and regulations.
5. Is responsible for grant and contract administration and procurement.
6. Works with the chief fiscal officer to prepare bond issues, local improvement districts and contracts.
7. Acts as a liaison between the borough and local, state and federal agencies.
8. Serves as the administrator to the planning commission.
9. Prepares and implements the annual budget and capital improvement program.
10. Prepares recommendations to the borough assembly on matters affecting the municipality.
11. Works with the chief fiscal officer to implement municipal investment policies and financing alternatives as adopted by the assembly.
12. Implements adopted capital improvement, economic development, comprehensive, and other plans.
13. Manages the borough's utilities.
14. Performs all other duties as required by the borough assembly and as prescribed by Haines Borough code and AS 29.20.500.

KNOWLEDGE, SKILLS, AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- management methods;
- personnel issues and requirements;
- municipal budgeting;
- governmental accounting;
- electronic data processing systems;
- procurement of and administration of grants in aid from federal, state and non-profit organizations;
- contract administration on large capital projects;
- governmental permit processes both federal and state;
- land use planning and regulation; and
- water and sewer utility operations, planning and management.

Skills in:

- municipal management;
- governmental accounting systems and finance;
- utility management;
- planning;
- written and oral communication;
- reading, analyzing, and interpreting reports or regulations;
- effectively presenting information and responding to questions from individuals, groups and the general public; and
- defining problems, collecting data, and drawing valid conclusions.

Ability to:

- take direction from the borough assembly and exercise independent judgment in accomplishing tasks assigned;
- understand and interpret borough code regarding permits, planning and zoning, and other issues;
- communicate effectively, professionally and courteously with the public and to speak in group settings both formal and informal;
- establish and maintain cooperative relations with those contacted in the course of the work; and
- interface positively with diverse area governments, state government and borough boards and sub-committees.

EMPLOYMENT STANDARDS:

A degree in public administration, finance, engineering or business administration is desired but a successful record of increasing responsibility and accomplishment in municipal or governmental administration is given the strongest consideration in evaluation of applicants. This position is subject to a thorough reference check.

WORK CONDITIONS & ENVIRONMENT:

1. While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently moves about to coordinate work.
2. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to 50 pounds. The employee must have clear close, distance, and color vision.
3. The noise level in the work environment is usually quiet.