

BOROUGH OF BELLEFONTE

POSITION DESCRIPTION

POSITION TITLE:	Assistant to the Borough Manager
DEPARTMENT:	General Government / Administration
REPORTS TO:	Borough Manager
EMPLOYMENT STATUS:	Full-time
FLSA STATUS:	Exempt
BARGAINING UNIT:	Non-bargaining unit
DATE REVISED:	October 6, 2026

POSITION SUMMARY

Performs professional administrative and analytical work directly related to the management and general operations of the Borough. The primary duties of the position are administering the Borough's human resources, employee benefits, and risk management programs; conducting policy research and analysis and developing recommendations for the Borough Manager and Borough Council; and managing assigned projects, programs, and grants. The position also oversees the preparation of Council and board agendas and legal notices, and serves as the Borough's ADA Coordinator. The incumbent works with considerable independence under the general direction of the Borough Manager, is regularly delegated authority over matters of significance to the Borough, and exercises discretion and independent judgment in evaluating alternatives and making decisions and recommendations. Performs related work as required.

ESSENTIAL FUNCTIONS OF THE POSITION

The following duties are illustrative only and are not intended to be all-inclusive. Any one position may not perform all of the duties listed, and other related duties may be assigned.

Human Resources, Benefits, and Risk Management

1. Manages the Borough's human resources program, including recruitment, selection, onboarding, personnel records, and compliance with applicable employment laws; develops, interprets, and recommends personnel policies and procedures; and advises department heads on personnel matters.
2. Assists the Borough Manager with labor relations, including researching and analyzing issues related to collective bargaining, grievances, and administration of collective bargaining agreements.
3. Administers the Borough's health insurance and ancillary benefit programs (vision, short- and long-term disability, life insurance, and police long-term disability); evaluates plan options, costs, and renewal proposals and makes recommendations to the Borough Manager; and resolves benefit issues between providers and employees.
4. Administers the Borough's general liability and workers' compensation insurance programs; manages claims, evaluates coverage and renewal options, recommends risk management practices, and serves as the Borough's primary contact with insurance carriers and brokers.
5. Serves as the Borough's ADA Coordinator; evaluates accommodation requests and complaints, determines appropriate responses, and ensures the Borough fulfills its obligations under the Americans with Disabilities Act.

Policy Analysis, Budget, Grants, and Special Projects

6. Independently conducts research, special studies, and analyses of Borough operations, programs, and policy issues; evaluates alternatives; and prepares reports and recommendations for the Borough Manager and Borough Council.
7. Advises the Borough Manager on operations and policy development; develops and recommends new programs, policies, and standard operating procedures; and manages the implementation of approved initiatives.

8. Works with the Borough Manager and department heads to review departmental work programs, coordinate interdepartmental activities, and recommend improvements to operations, policies, and service delivery.
9. Identifies grant opportunities; prepares and submits grant applications; and administers awarded grants, including budget management, compliance monitoring, and reporting.
10. Participates in the preparation of the annual operating budget and Capital Improvement Program, including analysis, cost estimates, and recommendations for assigned areas.
11. Manages sensitive, high-priority, or confidential projects and assignments on behalf of the Borough Manager.
12. Analyzes community conditions and needs and serves as a resource to community groups and businesses in establishing goals and strategies for achieving them.

Council and Board Support

13. Oversees the preparation and distribution of agendas, agenda packets, legal advertisements, and public notices for Borough Council and the Borough's Authorities, Boards, and Commissions, and ensures compliance with the Sunshine Act, the Borough Code, and other applicable notice requirements.
14. Attends Borough Council meetings, including evening meetings, and staffs Council committees and task forces; at the request of the Borough Manager, provides Council with analysis and recommendations on matters under consideration.
15. Prepares and delivers presentations to Borough Council, boards, and community groups.
16. Prepares and reviews meeting minutes for approval by Borough Council and other Authorities, Boards, and Commissions.

Communications, Records, and Compliance

17. Manages the Borough's website and social media accounts; determines content and develops public information materials.
18. Represents the Borough Manager, as assigned, before professional, educational, and civic organizations, explaining Borough programs and activities.
19. Serves as a key point of contact for the Borough Manager's office, responding to and resolving inquiries from Council, Authorities, Boards, Commissions, staff, and residents.
20. Oversees the maintenance of the Borough's official records, including ordinances, resolutions, minutes, contracts, and agreements, in accordance with the Pennsylvania Municipal Records Manual.
21. Assists the Borough's Open Records Officer in reviewing and responding to requests under the Pennsylvania Right-to-Know Law.

General

22. Provides work direction to administrative office staff and interprets Borough policies and procedures for staff.
23. Provides occasional backup support for financial operations, including utility billing, payroll, and accounts payable.
24. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree in public administration, public policy, business administration, or a closely related field, and a minimum of three (3) years of progressively responsible experience in local government or nonprofit administration; or an equivalent combination of education and experience. A Master's degree in Public Administration or a related field is preferred.

Knowledge of

- Principles and practices of local government administration, including municipal services, codes, and ordinances.
- Pennsylvania Borough Code, Sunshine Act, Right-to-Know Law, and other laws governing municipal operations.
- Records management practices, including the Pennsylvania Municipal Records Manual retention schedule.
- Human resources administration, employee benefits, and insurance and risk management practices.
- Research methods, report preparation, and basic budgeting and financial principles.
- English usage, grammar, spelling, and punctuation.
- Microsoft 365 applications (Word, Excel, PowerPoint, and Outlook), website content management systems, and social media platforms.

Skill in

- Oral and written communication, including preparing clear, accurate reports, policies, and correspondence.
- Analytical, mathematical, and problem-solving work.
- Organization, prioritization, document management, and record-keeping.
- Use of computers and standard office equipment.

Ability to

- Communicate effectively, orally and in writing, with elected officials, staff, and the public.
- Establish and maintain effective working relationships with Council, staff, other agencies, and the public, and deal fairly and courteously with individuals of all backgrounds, beliefs, and personal styles.
- Analyze complex information, identify what information others need for effective action, and develop sound recommendations.
- Record, document, and process complex information accurately and in a timely manner.
- Exercise sound judgment and discretion, and safeguard sensitive and confidential information.
- Manage multiple projects and deadlines independently, setting and accomplishing goals.
- Present a positive image of the Borough.
- Attend evening and occasional weekend meetings.

SPECIAL REQUIREMENTS

- Valid Pennsylvania driver's license.
- Successful completion of a pre-employment background check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed primarily in an office setting, with regular attendance at evening meetings and occasional travel to meetings, trainings, and field sites. The position requires prolonged sitting and use of a computer and telephone, and the ability to occasionally lift and carry items weighing up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

DISCLAIMER

This position description describes the general nature and level of work performed by an employee in this position. It is not an exhaustive list of all duties, responsibilities, or qualifications and does not constitute

an employment contract. The Borough reserves the right to modify this description at any time to meet the needs of the organization.

The Borough of Bellefonte is an Equal Opportunity Employer.

Employee Signature

Date

Borough Manager

Date