

**TOWN OF BERWYN HEIGHTS
POSITION DESCRIPTION**

TITLE: Administrative Manager
DEPARTMENT: Public Works
REPORTS TO: Town Manager

PAY GRADE: M
STATUS: Exempt
REVISION DATE: 2020

PURPOSE OF POSITION:

The purpose of this position is to plan, organize and lead the activities and functions of the Public Works Department, serving as the department head for the department. The Administrative Manager will work with a high degree of independent judgement and discretion and perform the administrative functions for the department. This is a senior management position under the direction of the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Works with the Supervisor of Operations to plan, oversee and delegate work to meet the goals and objectives of the department.
2. Serves as liaison between the Department and other personnel, departments, and outside organizations.
3. Prepares and types a variety of reports, maintains files, supervises or handles payroll, bills payable, requisitions and purchase orders, cash reporting and deposits, and other departmental accounting as required.
4. Prepares and manages the departments operating and capital budgets.
5. Conducts research and statistical analysis.
6. Composes letters, develops charts, graphs and diagrams. Proofreads and edits for accuracy.
7. Participates in the preparation of plans, specifications and awards for contract bids.
8. Oversees and reviews contracted work to assure compliance with the terms of contract.
9. Prepares the departmental budget and manages budgeted expenditures.
10. Attends meetings with the Town Council and other bodies and agencies as needed.
11. Provides leadership, supervision and discipline to subordinate employees on a formal basis through evaluations and on an informal basis through coaching.
12. Works with the Supervisor of Operations to determine the methods and procedures used to complete required Departmental operations including staffing, equipment, supplies, etc.
13. Works with the Supervisor of Operations to make and adjust work assignments. Speaks with citizens to understand necessary work in order to respond to their requests.
14. Ensures that safety policies and procedures are followed for the protection of personnel, the general public, infrastructure and equipment.
15. Management of the department's website and social media accounts.
16. Participation in professional organizations is encouraged.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree preferred but not required in public or business administration, or related field plus a minimum of five (5) years of experience in an administrative management position, and at least two (2) years of experience supervising employees or an equivalent combination of education and experience. Experience in a municipal setting preferred. Must be able to attend occasional meetings or respond to emergency situations and weather events, during the evenings and on weekends. Must have knowledge of computer use, including working knowledge of MS Word, Excel and Outlook software.

KNOWLEDGE, SKILLS, AND ABILITIES (not necessarily in order of priority):

- Ability to accurately acquire estimates for expenses and plans budgets.
- Knowledge of Town and County codes, ordinances and regulations concerning buildings, zoning, utilities, construction and infrastructure.
- Knowledge of hazards and safety precautions, and able to prepare guidance materials and reports.
- Ability to multitask and prioritize requests and projects.
- Ability to work under tight time frames to meet target dates.
- Ability to take control of situations in a responsible manner.
- Ability to plan, organize, manage, direct and evaluation the work of subordinate employees.
- Ability to establish and maintain effective and professional working relationships with other employees, department directors and government officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other member of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to mediate and diffuse awkward and uncomfortable situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, with the provisions of open records law and other applicable State and Federal statutes and regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to work the allocated hours of the position, including after hours for 24/7 operations.

PHYSICAL REQUIREMENTS:

This is typically a sedentary position with occasional moderate exertion of up to 40 pounds of force. Physical activities include stooping, standing, walking, pushing, pulling, lifting, reaching,

fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods. Position is on-call at times, including weekends, evenings, and holidays, in order to respond to all emergencies that compromise the integrity or usability of roads. Will need to be able to get to work in all kinds of weather.

WORK ENVIRONMENT:

The employee is subject to inside and occasionally subject to outside environmental conditions including extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.