

ORDINANCE

An Ordinance Establishing The Office of Part Time Business Manager. Setting forth his Administrative Duties and Responsibilities, his financial duties and responsibilities. The Borough Council of The Borough of Montrose hereby enacts and ordains:

The position of part-time Borough Business Manager is hereby established by the Montrose Borough Council. The Borough Business Manager will oversee the day-to-day coordination of Borough operations. The Borough Business Manager will have the following specific responsibilities.

1. Administration

- a. Supervise the Borough Clerk, assigning work as need and efficiency dictate.
- b. Prepare or assist in the preparation of all periodic reports required by Council, including payroll, taxes, State and Federal forms.
- c. Provide guidelines to officials and employees in the accomplishment of the objectives of their roles.
- d. Assist the various departments in establishing procedures for their most efficient functioning. Oversee the operation of the Street Department, and serve as a point of contact between the head of the Street Department and the Borough Council.
- e. Assist borough officials and employees with special technical tasks, projects and problems.
- f. Monitor personnel functions to determine their compliance with the stated objectives of Council.
- g. Maintain an activity log to insure a smooth transition of the responsibilities of the position should it become vacant..

2. Financial

- a. Assist in the preparation of the annual budget and prepare and submit to Council a proposed annual budget and a proposed capital program.
- b. Assist in the preparation of bid specifications and in the analysis of bids for acceptability.

- c. Assist Council in the letting of contracts, in due form of law, and shall supervise performance and faithful execution of same, except insofar as such duties are expressly imposed by statute upon some other Borough officer.
- d. See that the provisions of all franchises, leases, permits and privileges granted by the Borough are observed.
- e. Coordinate all purchasing procedures in agreement with Council policy.
- f. Upon request of Council, submit as soon as possible after the close of the fiscal year a complete report of the financial and/or administrative activities of the Borough for the preceding year.

3. General

- a. Keep Council informed as to the conduct of Borough affairs, submit periodic reports on the condition of the Borough finances and such other reports as Council may request; shall make such recommendations to Council as he deems advisable.
- b. Supply subjects and data pertinent to preparation of an agenda for each meeting of Council.
- c. Attend all meetings of Council; may attend meetings of Council committees and work groups, with the right to take part in any discussion.
- d. Propose policy, procedures and roles pertaining to effective administration of Borough government.
- e. Develop and implement, with Council approval a Borough public relations program.
- f. Upon receipt of any complaint regarding Borough services, investigate and properly dispose of such complaints, reporting each complaint and action to Council.
- g. Hold such other Borough offices as the Council may from time to time direct.
- h. Accept the delegation of any non-legislative and non-judicial duties of Mayor, subject to the approval of Council and subject also to written recall.
- i. All duties and procedures associated with the position of Borough Business Manager are subject to Council review and revision.

Duly enacted and Ordained this _____ day of March, 1978.

ATTEST:

SECRETARY

PRESIDENT

Approved this _____ day of March, 1978.

A True Copy
Per [Signature] Collector

MAYOR

ORDINANCE

An ordinance establishing The position of full time Borough Clerk for the Borough of Montrose and Setting forth the duties and responsibilities of the Borough Clerk.

The Borough Council of The Borough of Montrose hereby enacts and ordains:

That The position of full-time Borough Clerk is hereby established by the Montrose Borough Council. The Borough Clerk will perform the daily routine tasks required in the conduct of Borough business. The Borough Clerk will work under the supervision of a Borough Business Manager, and will have the following specific duties.

- a. Perform all necessary day-to-day office routines required of the position.
- b. Perform all clerical and secretarial duties assigned by the Business Manager, which may include the taking of minutes of official Borough Council meetings and the transcription of those minutes.
- c. Be responsible for the preparation of the weekly payroll and its related reports, and maintain records related to the employee benefit program.
- d. Maintain all financial records as may be assigned by the Business Manager.
- e. Maintain all Borough records necessary for daily and long-term Borough operations.
- f. Assist the Business Manager in providing effective direction to Borough operations.
- g. May hold such other Borough offices as Council may from time-to-time direct.
- h. All duties and procedures associated with the position of Borough Clerk are subject to Council review and revision; and direction.

Duly enacted and ordained this ____ day of March, 1978.

ATTEST:

PRESIDENT

SECRETARY

Approved this ____ day of March, 1978.

MAYOR

A true copy
Robert L. Dean
Secretary