

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

ORDINANCE NO. 2606

**AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE
ADOPTING A JOB DESCRIPTION FOR THE POSITION OF
MUNICIPAL MANAGER OF THE MUNICIPALITY OF
MONROEVILLE**

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by Council for the MUNICIPALITY OF MONROEVILLE, as follows:

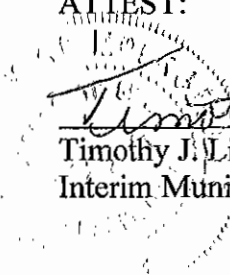
SECTION 1: A job description for the Municipal Manager of the Municipality of Monroeville is hereby adopted. A copy of said description dated September 20, 2011 is attached hereto and made part of this Ordinance.

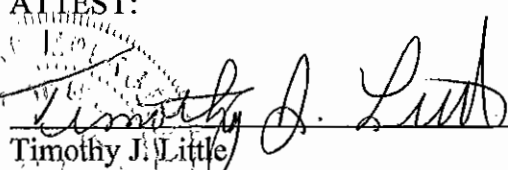
SECTION 2: All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

SECTION 3: If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Municipality of Monroeville that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

ORDAINED AND ENACTED into law this 11th day of March, 2014.

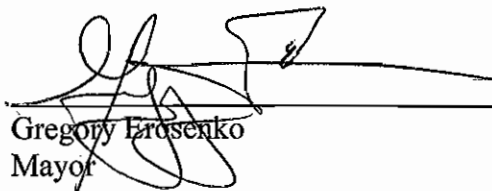
ATTEST:





Timothy J. Little
Interim Municipal Manager

MUNICIPALITY OF MONROEVILLE



Gregory Eroshenko
Mayor

ENTERED INTO LEGAL BOOK ON: March 21, 2014

MUNICIPALITY OF MONROEVILLE

MUNICIPAL MANAGER

Department: Administration

FLSA Status: Exempt

Date: February 27, 2014

Union: N/A

POSITION SUMMARY

Responsible for the management of all Municipality of Monroeville operations and insure that each Municipal department functions in the most cost effective manner possible. The Manager also implements council policies with respect to finance, personnel, contract negotiations, land use and interaction with the public. Additionally, the Manager interprets Federal, State and County legislation that may affect the Municipality. Responsibility also includes implementing short term (1 year) goals with long range (10 years) planning.

SUPERVISION RECEIVED

Under supervision of the Municipal Council.

SUPERVISION EXERCISED

Full time and part-time Municipal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Communicating via e-mail and telephone with Council members, department heads and various other individuals and groups. Interprets and evaluates communication's relevancy and strategic importance to Municipal operations and then responds with appropriate action.

Conducts daily meetings, planned and impromptu, with council members, department heads, employees and residents concerning Municipal policies.

Oversees Finance operations including but not limited to requisition authorization, bill list review, compliance with purchasing laws, financial document review, budget development and report, pension and OPEB review and capital improvement program development.

Oversees Personnel operations including but not limited to department head performance evaluations, preparation and negotiation of union contracts, employee discipline and

reward, responding to grievances, meeting with union representatives, evaluating personnel policies and interviewing candidates for positions.

Attends evening meetings including Council, special and outside entity meetings.

Researches ordinances, resolutions and other documents in regard to historical relevancy to legislation, finances and personnel issues.

Develops and monitors bidding contracts.

Attends committee, research and fundraising meetings for civic obligations including Rotary, Monroeville Area Chamber of Commerce, Gateway School District, Celebrate Monroeville, Monroeville Foundation and other professional associations.

Represents the Municipality at Federal, State, County and Council of Governments meetings.

Performs related work as assigned.

QUALIFICATIONS AND EDUCATION

Masters degree in Public Administration, Business or related field required.

At least ten (10) years of supervising and evaluating professional staff in a government environment. Experience should also include implementing policies and concepts, financial evaluation and personnel contract negotiations and associated laws. Also, must have experience in understanding employee, resident and council aspirations.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability to read and interpret financial reports and documents and implement related policies.

Excellent skill in written and oral communications.

Excellent interpersonal skills in resolving internal and external conflict.

Ability to define problems and offer practical solutions.

Ability to prioritize daily duties and responsibilities.

Ability to keep learning new concepts and technology.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Sedentary Work – Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The work environment includes performing duties in a climate controlled building but the employee may also be exposed to outside work on occasion.

ACKNOWLEDGEMENT OF RECEIPT AND APPROVAL

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all work requirements inherent to the position.

Municipal Manager Timothy J. Lutz Date 3/18/14

Department Head _____ Date _____

Employee Timothy J. Lutz Date 3/18/14