



JOB TITLE: Assistant City Manager (Deputy City Clerk)

WORK SITE: 20 E Church Street, Lock Haven, PA 17745

SALARY: \$78,000 per year

BENEFITS:

HEALTH	DENTAL	OTHER
HIGHMARK BC/BS	UNITED CONCORDIA	
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual \$54.47/pay	Individual \$1.28/pay	Prescriptions: \$0-\$50 (30-day supply)
Family \$129.01/pay	Family \$3.45/pay	

PTO: 10 paid holidays, 4 personal days, first year 6 vacation days, and 1 sick day per month that can be banked up to 400 hours.

COMMUNITY OVERVIEW:

Lock Haven is seeking a candidate for an Assistant City Manager (Deputy Manager) keen to continue their career in our community of 3,287 households at the westernmost ridge of the Appalachian Mountains where the West Branch Susquehanna River and Bald Eagle Creek meet and where 10.1% of our residents walk to work. Operating under the Council-Manager form of the Optional Third Class City Charter Law, Lock Haven provides public services to our successful downtown and more than 8,200 residents appreciate. Led by a Council made up of a Mayor and six Council Members, the city, with a median age of 26, also has administrative staff that provide for grant funding and economic development, recreation and maintenance of the city’s 9 parks, a focus on sustainability, finance and tax collection to receive the funds and pay the invoices to cover the city’s operations, and geographical information systems. Released in 2021, the city’s Comprehensive Plan “Destination Lock Haven” was the product of community visioning collecting input from residents, guests, businesses, and nonprofits. Home to Commonwealth University – Lock Haven, the city is 36 miles from State College and 27 miles to Williamsport, and 32 miles from the geographic center of the state.

PUBLIC SAFETY:

The city provides 24-hour police service with 12 officers, fire protection through two hose companies, three full-time and up to 6 part-time paid firefighters plus more than 60 volunteers. The city enforces the state-required Uniform Construction Code (BCO Director of Licenses & Permits) and the optional Property Maintenance Code (PM Officer), a vacant property registry, and with 69% of the city being rental units, a rental registration and inspection program.

PUBLIC WORKS:

The city runs an average of 2.4 million gallon a day wastewater treatment plant completed in 2014 treating the city’s sewer as well as that from 9 other municipalities including three major industries. The city also keeps up 36 miles of sewer collection lines within its own borders. The city owns 4 dams, one of which supplies an average of 2.8 million gallons a day in drinking water to the city’s 3,200 customers through 58 miles of distribution lines, as well as water to a neighboring authority. Along with traffic

signals and streetlights, the city maintains 31 miles of streets and 9 miles of alleys along with 28 miles of stormwater collection infrastructure, from which we clear an average 30 inches of snowfall per year. The city also operates a levee flood control system with 6 miles of earthen or concrete barriers and 5 closure structures, along with a beach and 2.5 miles of lighted walkway on top. The city also owns and runs the Piper Memorial Airport, a general aviation airport (LHV) with more than 2,300 recreational arrivals/departures a year.

PENSION ADMINISTRATION:

The city is the custodian of 2 defined benefit pension funds which are both 100%+ funded: one for police and the other for nonuniformed employees. The city also has fiscal responsibility for the Police Death Benefit Fund the proceeds of which, along with excesses in the Police Pension Fund, offset Other Post Retirement Benefits reported through GASB.

SUMMARY DESCRIPTION

Under general administrative direction, provides assistance and support to the City Manager including analyzing and implementing policies and procedures, assisting in the preparation of the budget and responding to and resolving public inquiries and complaints; oversees intergovernmental relations in the areas of service delivery and legislative issues; and provides staff assistance to the City Manager and department heads.

REPRESENTATIVE DUTIES

The following duties are typical for this position.

1. Provide assistance and support to the City Manager; analyze and implement policies and procedures; assist in the preparation of the budget; respond to and resolve public inquiries and complaints.
2. Supervise, along with the City Manager, the work of support staff, acts City Manager in City Manager's absence.
3. Assist in developing and implementing the budget and long-range goals for the city; monitor the assigned budget and approve expenditures as required.
4. Oversee labor relation activities; confer with union representative on labor issues; participate in decisions affecting personnel policies; advise departments on matters related to collective bargaining.
5. Serve as project manager for a variety of special projects; facilitate project activities and resolve problems; develop and submit project reports to the City Manager.
6. Serve as staff and liaison for a variety of boards and commissions; provide responsible staff support to the City Manager.
7. Maintain communication with other jurisdiction officials to coordinate regional issues and represent the city; serve as liaison with department heads, City Council, City Manager and other external agencies.
8. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

KNOWLEDGE OF:

- Operations, services and activities of a municipality.
- Principles and practices of public administration.
- Principles and practices of municipal budget preparation.
- Principles and practices of labor relations and negotiation (AFSCME and Lock Haven Police Officers Association).
- Principles and practices of program development and administration.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Business letter writing and report preparation techniques.
- Principles of supervision, training, and performance evaluation.
- Rules and regulations governing public meetings.
- Pertinent federal, state and local laws, codes and ordinances.

ABILITY TO:

- Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.
- Independently perform administrative support services.
- Provide responsible assistance to the City Manager.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate assigned service delivery methods and techniques.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.
- Negotiate and resolve sensitive labor relation issues.
- Attract and retain new businesses for the City.
- Interpret and apply federal, state and local policies, laws and regulations.
- Operate office equipment including computers and supporting software applications.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION/TRAINING:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.

EXPERIENCE:

Six years of increasingly responsible administrative and analytical experience in a public sector setting.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT: Standard office setting.

PHYSICAL: Sufficient physical ability to work in an office setting and operate office equipment.

VISION: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

HEARING: Hear in the normal audio range with or without correction.

RELOCATION INCENTIVES:

Clinton County also offers a Live & Work Clinton County Relocation Program providing up to \$4,000 in year one for qualifying expenses and up to \$4,500 payable outright incentive in year two. Clinton County also has First Time Home Buyers and Closing Cost programs available.