

Job description- Chief Administrative Officer (CAO)

Department: Administration

Reports to: Honesdale Borough Council (and Mayor, as provided by Borough Code)

FSLA Status: Exempt

Employment Type: Full-Time, Appointed Position

Position Summary

The Chief Administrative Officer (CAO) serves as the chief executive and administrative manager of Honesdale Borough, responsible for the efficient, effective, and lawful administration of all Borough operations. The CAO implements policies and directives of Borough Council, oversees day-to-day municipal functions, manages personnel, and finances, and ensures high-quality public services for residents, businesses, and visitors.

The CAO acts as the principal professional advisor to Borough Council and collaborates with the Mayor, department heads, boards, authorities, and the public to advance the Borough's goals and long-term vision.

Essential Duties and Responsibilities

- Direct, coordinate, and supervise all Borough departments and personnel, either directly or through department heads.
- Ensure Borough operations comply with the Pennsylvania Borough Code, state and federal laws, and local ordinances.
- Develop, implement, and monitor administrative policies, procedures, and internal controls.
- Serve as the primary point of coordination between Council, the Mayor, staff, boards, and commissions.

Financial Management

- Prepare and administer the annual operating and capital budgets in coordination with Borough Council.
- Monitor revenues and expenditures; provide regular financial reports and recommendations.
- Oversee purchasing, contract administration, grants, audits, and financial planning.
 - Assist Borough Council with long-range financial forecasting and capital improvement planning.

Human Resources

- Oversee recruitment, hiring, training, evaluation, discipline, and, when necessary, termination of Borough employees in accordance with Borough policy and labor agreements.
- Promote a professional, ethical, and respectful workplace culture.
- Ensure compliance with employment laws, collective bargaining agreements, and personnel policies.

Policy Development & Council Support

- Attend Borough Council meetings and workshops; prepare agendas, reports, and supporting documentation.
- Provide professional analysis and recommendations on policy, operational, and legislative matters.
- Implement ordinances, resolutions, and motions adopted by Borough Council.

Community and Intergovernmental Relations

- Serve as the Borough's chief liaison with Wayne County, neighboring municipalities, state and federal agencies, and regional organizations.
- Represent the Borough at meetings, conferences, and public events as directed.
- Respond to citizen inquiries and concerns; promote transparency, responsiveness, and public trust.

Planning and Special Projects

- Coordinate economic development, infrastructure, and community improvement initiatives.
- Support land use planning, zoning administration, and grant-funded projects.
- Perform other duties as assigned by Borough Council consistent with the role of Chief Administrative Officer.

Qualifications

Education and Experience

- Bachelor's degree in public administration, business administration, political science, finance, or a related field required, master's degree a plus.

- Minimum of five (5) years of progressively responsible experience in municipal or governmental administration, including supervisory and budgetary responsibilities.
- Experience in Pennsylvania local government and knowledge of the Borough Code strongly preferred.

Knowledge, Skills, and Abilities

- Thorough knowledge of municipal operations, finance, budgeting, and personnel management.
- Strong leadership, organizational, and decision-making skills.
- Excellent written and verbal communication skills.
- Ability to analyze complex issues, develop practical solutions, and implement policy direction.
- Ability to work effectively with elected officials, employees, residents, and external partners.

Working Conditions

- Primarily office-based with periodic fieldwork and attendance at evening meetings.
- Ability to respond to emergencies or urgent matters outside normal business hours when required.

Compensation

Salary and benefits are competitive and commensurate with qualifications and experience, as determined by Borough Council.

Equal Opportunity Employer

Honesdale Borough is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other status protected by law.