TOWNSHIP MANAGER

**DEPARTMENT: ADMINISTRATION**

**GENERAL SUMMARY:** Under administrative direction, manage and direct operations of Township to ensure effective delivery of programs and services; facilitate and direct planning for use of land and capital resources to make the Township an attractive place to live and work; recommend policy and procedures to ensure compliance with laws, regulations and Township objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manage operations of Township offices and departments:
2. Provide general direction to department heads to include Assistant Township Manager, Police Chief, Director of Planning and Development, Director of Finance, Director of Public Works, Golf Professional, Banquet Manager and Greens Superintendent.
3. Provide administrative oversight to ensure professional staff accomplish the following with department staff; evaluate job performance, ensure adherence to proper ethical standards and guidelines, provide feedback and direction concerning program objectives, communicate policy, establish work standards to provide overall consistency in Township operations; ensure consistency in the application of Township policy; resolve grievances, approve leave, administer discipline, recommend pay adjustments and hire and discharge.
4. Review personnel actions and recommendations, resolve non-routine grievances; submit pay recommendations to Board of Supervisors.
5. Negotiate labor contracts with bargaining unit; meet with bargaining unit representatives to review proposals; research developments in pension law and other labor issues; prepare counter proposals; consult with labor solicitor.
6. Provide oversight of fiscal programs and policy to ensure the following are accomplished:
7. Proper payment of bills; review and prioritization of incoming invoices, submission of report to Board of Supervisors for approval.
8. Preparation of Township budget with explanatory summaries; solicitation of recommendations from department heads, agency boards and officers of Township; estimation of revenues and expenditures.
9. Administration of budget to include monitoring of revenues and expenditures; submission of records and reports by department heads; development of with accounting system proper coding and establishment of accounts for posting receipts and invoices.
10. Collection of funds owed the Township; initiation of legal steps to collect delinquent payments.
11. Submission of itemized inventory to Board of Supervisors of property owned by the Township, including type, number and estimate of fair market value.
12. Preparation of annual report of financial and administrative activities of preceding year.
13. Proper investments of Township funds.
14. Manage programs and policies of Township:
15. Evaluate risk management needs of Township; survey and analyze current programs and policies to determine possible exposure to liability; recommend implementation of policies, standards and changes to program coverage to improve risk status.
16. Prepare recommendations regarding direction of program goals and objectives to Board of Supervisors to improve responsiveness to community needs.
17. Establish and implement new policies to improve effectiveness and efficiency of Township operations.
18. Provide for comprehensive planning of Township programs and services; collaborate or oversee to ensure the following are accomplished:
19. Development of short and long range goals for Township programs and services; development of recommendations for plans which impact fiscal policy, roadway development, public health and safety, growth and development of Township, and personnel planning at Township; consideration of structure of operations, level of funding, staffing, community goals and risk.
20. Review of Comprehensive Plan for zoning of Township; review of input from professional staff, residents, builders and developers; presentation of various views to Board of Supervisors.
21. Manage purchasing activities and policies;
22. Establish system to approve purchases of supplies and equipment for various agencies, boards, departments and offices.
23. Establish rules and regulations governing requisition and purchasing.
24. Enter in contracts as approved by Board and monitor compliance with contracts.
25. Review and/or write bid specifications for the purchase of new equipment, supplies or services.
26. Manage maintenance of Township facilities and property:
27. Direct maintenance, improvement or replacement of facilities and property.
28. Negotiate lease and maintenance contracts.
29. Ensure provisions of franchises, leases, permits and privileges and other contractual rights of Township are observed.
30. Engage in public relations activities:
31. Resolve questions and complaints from Township citizens, or direct to appropriate staff person.
32. Serve as essential spokesperson with news media; consult with appropriate staff person concerning major news releases or policy statement.
33. Meet with representatives of industrial and commercial firms to discuss relocation plans and related issues.

8. Perform or assign official duties of Township Secretary and Treasurer:

a. Keep record of proceedings before the Board of Supervisors in the form of minutes; ensure conformance with legal requirements established by the Township code; ensure proper maintenance and preservation of official records.

b. Inform members of the Board of functions and meetings of the Board.

c. Account for monies processed at the Township; ensure prompt deposit into proper bank account; establish separate accounts of sums received from taxes and other sources; open accounts for inspection; pay out monies received on

orders drawn by the Board; prepare annual statement of accounts; prepare report of accounts and vouchers to Township auditors for settlement.

**JOB SPECIFICATIONS:**

*\*indicates developed after employment*

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of master's degree in public administration or related field and previous experience in municipal management.

Knowledge:

1. Comprehensive knowledge of public administration principles and practices.
2. Comprehensive knowledge of accounting, budgeting and finance.
3. Comprehensive knowledge of Township code, and state and federal laws affecting second class townships.
4. Comprehensive knowledge of local ordinances and physical features of Township.\* Comprehensive knowledge of government process and structure.
5. Comprehensive knowledge of management theory and practice.

Skills:

1. Negotiation
2. Computer operation, including full range of office applications.

Abilities:

1. Ability to apply a variety of management principles to solve practical, everyday problems.
2. Ability to analyze policies, regulations and laws which address new and constantly changing problems.
3. Ability to prepare comprehensive budget reports.
4. Ability to communicate effectively in oral and written form.
5. Ability to guard confidential information of major importance, including personnel records and information discussed in executive sessions of the Board.
6. Ability to develop and maintain effective relationships with public officials, associates and the general public.
7. Ability to resolve conflict with tact and diplomacy.
8. Ability to maintain morale as head of an organization.

Working Conditions:

Work is performed in normal but busy office environment. Attendance at evening meetings is frequently required. Travel to various Township facilities and work sites is frequently required. Work frequently involves responding to angry, frustrated or upset individuals.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

**REPORTS TO:** Township Board of Supervisors

**FLSA STATUS:** Exempt

**The PSATS Ordinance Database includes examples that townships can use when developing their own ordinances, job descriptions, and personnel regulations. Please keep in mind that these examples are merely models and should only be used as a guide in developing your own ordinance, job description, or personnel regulation. PSATS encourages township officials to review and discuss all proposed ordinances, job descriptions, or personnel regulations with their township solicitor. Also, please keep in mind that PSATS cannot guarantee that a model ordinance, job description, or personnel regulation has or will withstand a court challenge.**

**To use the database, you can browse for ordinances, job descriptions, or personnel regulations by choosing a category such as “Job Descriptions” or “Roads/Streets.” Search for ordinances by using keywords such as "snow", "road maintenance", "nuisance", or other words that are relevant to your request.**

**If you can't find what you're looking for…new ordinance files are constantly being added to this site. However, there may be instances where we do not currently have what you are looking for. If you can't find a specific ordinance, try submitting a request for one. Click on the Ordinance Request link, fill out the form and click on submit. After receiving your request, we will try to locate a sample ordinance for you.**