

JOB TITLE: TOWNSHIP MANAGER

DEPARTMENT: ADMINISTRATION

CLASSIFICATION: EXEMPT

POSITION SUMMARY

The Township Manager shall be the Chief ADMINISTRATIVE Officer of the Township. He/she shall be responsible to the Board of Commissioners for the administration of all Township affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. He/she or an employee or employees designated by him/her shall collect, receive, account for, and turn-in to the Township Treasurer for deposit, all fees, assessments, charges and other revenues that are levied or established by the Township for general or specific purposes. All monies collected shall be turned-in to the Township Treasurer at least once each week.
2. Should the Manager also be appointed Township Secretary, he/she shall perform the duties of Secretary of the Township in causing appropriate records be made, preserved, and certified, as required by law or other action of the Board of Commissioners. He/she shall attest the execution of all instruments and record all ordinances and resolutions and he/she shall have the custody of the municipal corporate seal, as herein provided and all official township records.
3. He/she shall direct and supervise the administration of all departments, offices, and agencies, except as otherwise provided by this Chapter or by law.
4. He/she shall issue such administrative and personnel rules and regulations not in conflict with existing statutes or ordinances to properly carry out the duties contained in this ordinance.
5. He/she shall be the sole Purchasing Agent for the Township and he/she shall purchase, in accordance with the provisions of the Township Code and any applicable statute, all supplies and equipment for the various agencies, boards, departments and other offices of the Township, as is authorized by the Board in approving the annual operating budget. He shall keep an account of all purchases and shall, from time to time or when directed by the Board, make a full written report thereof. He/she shall also issue rules and regulations governing the requisitioning and purchasing of all municipal supplies and equipment.
6. He/she shall attend all Board of Commissioners' meetings and shall have the right to take part in discussions, but he/she shall not vote. He/she shall prepare the agenda of each meeting and shall have the agenda available for the public

meeting.

7. He/she shall prepare and submit a proposed annual budget including a capital expenditure program to the Board of Commissioners by the 12th day of November of each year. He/she shall be responsible for the administration of the budget after its adoption by the Board of Commissioners.
8. He/she shall submit to the Board of Commissioners and make available to the public a complete report on the financials and administrative activities of the Township as of the end of each fiscal year.
9. He/she shall make such other reports as the Board of Commissioners may require concerning the operations of Township departments, offices and agencies subject to his/her direction and supervision and shall keep the Board of Commissioners at all times informed as to the conduct of the Township affairs.
10. Should the manager also be appointed as secretary, he/she shall, where required, acknowledge and execute documents as Secretary of the Township.
11. He/she shall have the duty, through the proper department, to preserve order in the Township.
13. He/she shall have the duty to sign papers, contracts, obligations and documents that are properly presented to him as required by law or this Chapter. He/she shall see that the provisions of all franchises, leases, permits and privileges granted by the Township are observed.
14. With the consent of the Board of Commissioners, he/she shall have the authority to represent the Township in deliberations with other governmental bodies or councils, subject to final ratification by the Board of Commissioners of any action taken.
15. He/she shall have the authority, with the consent of the Board of Commissioners, to negotiate intergovernmental cooperation agreements pursuant to the Constitution of the Commonwealth.
16. He/she may employ, by and with the approval of the Board, experts and consultants to perform work and to advise in connection with any of the functions of the Township.
17. He/she shall be the Chief Administrative Officer of the Township for the management of the Municipal Pension Plans.
18. He/she shall hire and discharge all full time employees, subject to the approval of the Board of Commissioners. (Those employees covered by civil service or other tenure of office laws are excluded from this provision). He/she shall have the authority to hire and discharge part time employees as the needs of the Township

dictate and according to budgetary restrictions. The Board of Commissioners shall have the authority to delegate to the Township Manager the power to hire or discharge full time employees.

19. The Township Manager within twelve months of appointment must take up residency in the Township.

QUALIFICATIONS

Education and Experience

A Bachelor's degree in Public Administration, Business Management or a closely related field, along with five years of progressively responsible experience in municipal government.

Necessary Knowledge, Skills, and Abilities

- A. Considerable knowledge of modern policies and practices of public administration, including municipal finance and personnel administration.
- B. Skill in planning, directing and administering municipal programs, skill in operating the equipment listed below.
- C. Administrative and managerial ability, ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively in English, both orally and in writing; ability to establish and maintain effective working relationships with employees, township officials and the public; ability to coordinate diverse departmental activities; ability to supervise and motivate personnel.
- D. Administrative and management skills to prepare and analyze comprehensive reports, assigned projects, communicate effectively in English, both orally and in writing, establish and maintain effective working relationships with employees, township officials and the public, coordinate diverse departmental activities, supervise and motivate personnel.

EQUIPMENT USED

Motor vehicle, personal computer, including accounting/general ledger and budgeting software, calculator, telephone and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job; the employee is frequently requires to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, equipment, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

5/25/18