

NORTH STRABANE TOWNSHIP

POSITION TITLE: Township Manager

POSITION REPORTS TO: Board of Supervisors

GENERAL DESCRIPTION:

The township manager is the chief executive and administrative officer of North Strabane Township, appointed and responsible directly to the Board of Supervisors. The manager serves at the pleasure of the Board and is responsible to the Board for the efficient and effective administration and management of all Township business not expressly, by statute, ordinance, or resolution, imposed or conferred upon other Township employees or officials. The manager may also hold the office of township secretary and/or treasurer.

The position is highly administrative and supervisory in nature involving planning, directing and coordinating all facets of township government. This includes, but is not necessarily limited to, responsibility for budgeting and finance, personnel management and administration, purchasing and contract administration, labor relations, public safety, public works, parks and recreation, zoning administration and enforcement, code enforcement, tax administration, subdivision and land development management, general services and public relations. The manager oversees and is responsible for the overall direction of all departments to insure conformity and adherence with policy directives of the Board of Supervisors, requirements of the Second Class Township Code, and all applicable laws, ordinances and resolutions. The position also requires providing staff services and coordination to all boards and commissions of the Township.

The individual is given considerable independence and flexibility, and is expected to use sound judgement in performing daily tasks and functions. General direction is received from the Board of Supervisors through conferences and policy directives, and performance is reviewed and evaluated by the Board of Supervisors for the achievement of desired objectives.

SPECIFIC DUTIES:

- Supervise and be responsible for the overall management of the Township government.
- Formulate and implement all policies, procedures, rules and regulations relative to the administration of Township government.
- Review the operations of any department and confer with departments heads to formulate and develop departmental plans in the areas of finance, personnel management, public safety, public works, parks and recreation, purchasing, training and other municipal services.
- Prepares and submits to the Board of Supervisors an annual operating budget in accordance with established budgetary policies, practices and principles.
- Monitors and maintains budget expenditure control over all departments.

- Approves and authorizes the investment of all Township funds after conferral with the Board of Supervisors.
- Participates in budget hearings and adoption proceedings.
- Administers the personnel system of the Township relative to hiring, disciplining, suspending, or terminating employees as necessary and in accordance with directives and actions of the Board of Supervisors and applicable ordinances.
- Negotiates and administers all labor, franchise and other contracts for the Township, subject to the approval of the Board of Supervisors.
- Ensures that the provisions of all franchises, leases, and permits granted by the Township are observed.
- Ensures that all monies owed to the Township are promptly paid and that proper proceedings are initiated for the collection and disposition of all Township claims.
- Employs consultants and technical experts to perform work, subject to the approval of the Board of Supervisors.
- Serves as the purchasing officer for the Township for all supplies, vehicles and equipment for all departments, boards, and commissions as authorized by the Board of Supervisors in approving the annual budget.
- Oversees public relations and responds to inquiries from the public, agencies, organizations, and the media.
- Receives and handles all complaints regarding services or personnel of the Township.
- Prepares all agendas for and attends all meetings of the Board of Supervisors with the right to take part in discussions, but without the right to vote.
- Submits to the Board of Supervisors all monthly reports, including financial statements as required, and responsible for keeping the Board informed as to the conduct of Township affairs.
- Provides oversight and guidance to department heads in accomplishing their administrative and supervisory functions.
- Reviews, analyzes and recommends improvements in the administrative organization, protocol and procedures throughout the Township.
- Ensures that all laws, ordinances, and resolutions of the Township are properly administered and executed.
- Holds other offices and positions not prohibited by law as authorized by the Board of Supervisors.
- Performs such other duties and related work as directed by the Board of Supervisors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of present day concepts in the field of public administration and local government.
- Thorough knowledge of fiscal policies and procedures as they apply to municipal finance and administration.
- Thorough knowledge of supervisory methods.
- Considerable knowledge of personnel principles and administration.
- Ability to plan, organize and direct programs and activities of Township administration and to supervise a staff of professional and non-professional personnel.

- Considerable knowledge in land development, subdivision and zoning administration.
- Knowledge of municipal labor law and collective bargaining, and ability to negotiate labor contracts.
- Knowledge of central purchasing operations.
- Ability to write and administer municipal grants.
- Ability to establish and maintain effective working relationships with Township officials, employees, and the general public.
- Ability to clearly communicate and express ideas to both orally and in writing.
- Knowledge of laws, ordinances and regulations pertaining to local government.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Required. Bachelor's degree in public or business administration or related field with at least a five (5) years of experience as municipal manager or administrator.

Preferred. Master's degree in public or business administration or related field and a t least three (3) years or experience in municipal management /administration