

Township Manager

DEPARTMENT: ADMINISTRATION

REPORTS TO: BOARD OF SUPERVISORS

GENERAL JOB DESCRIPTION

The Township Manager is responsible for the day to day operations of the Township. This employee reports directly to the Township Board of Supervisors. The Township Manager will carry out the directives and orders of the Board of Supervisors.

SPECIFIC JOB RESPONSIBILITIES

1. Supervise and be responsible for the activities of all Township departments, except as otherwise provided by ordinance or law.
2. Appoint, suspend or remove with the advice and consent of the Board of Supervisors all non-uniformed employees on the basis of merit system principles. Any employee so removed may appeal to the Board of Supervisors. This subsection shall not apply to the Solicitor or Engineer.
3. Ensure the preparation and submission to the Board of Supervisors, before the close of each fiscal year, a budget for the next fiscal year and an explanatory budget message. Obtain from the head of each department, agency or board, or any qualified officer thereof, estimates of revenues and expenditures and such other supporting data as required. Review and revise such estimates before submitting the budget to the Board.
4. Exercise control over the administration of the budget after its adoption by the Board of Supervisors.
5. Ensure the development of long-range fiscal plans for the Township in conjunction with the preparation of the yearly budget and present such plans annually to the Board for review and adoption.
6. Attend all meetings of the Board of Supervisors and other committees or boards as deemed necessary.
7. Ensure the preparation of the agenda for each meeting of the Board and supply facts pertinent thereto.
8. Inform the Board of Supervisors as to the conduct of Township affairs, submit periodic reports on the condition of the Township finances and such other reports as the Board requests, and make such other recommendations to the Board as deemed advisable.
9. Ensure the preparation and submission to the Board of Supervisors, as soon as possible after the close of the fiscal year, a complete report on the finances and the administrative activities of the Township for the preceding year.

10. Ensure that the provisions of all franchises, leases, permits and privileges granted by the Township are observed.
11. Attend the letter of contracts in due form of law and supervise the performance and faithful execution of the same, except insofar as such duties are expressly imposed by statute upon some other Township officer.
12. Ensure that all monies owed the Township are promptly paid and that proper proceedings are taken for the security and collection of all Township claims.
13. Act as purchasing officer of the Township and purchase, in accordance with the provisions of the Township Code, all supplies and equipment for the Township, keeping an account of all purchases and, from time to time or when directed by the Board of Supervisors, make a full written report thereof. Issue rules and regulations, subject to the approval of the Board, governing the procurement of all municipal supplies and equipment.
14. Investigate and dispose of all complaints concerning Township non-uniformed employees, and report thereon to the Board of Supervisors.
15. Be responsible for the enforcement of all Township ordinances and regulations.
16. Maintain ongoing contact with other local municipalities and organizations such as Elizabethtown Area School District, Elizabethtown College, State, county and local government officials.
17. Maintain a list of emerging, short-term and ongoing projects, issues, problems or concerns and track those items by keeping a target completion date and a running tally of actions or contacts made on each item.
18. Develop and maintain a system to log resident calls, e-mails and walk-ins and follow up with return calls and responses.
19. Represent the Township at public functions and meetings when requested by the Board of Supervisors.
20. Review payroll records to ensure compliance with appropriate Township policies regarding hours worked and to manage overtime.
21. Perform all duties outlined for the Township Manager in the Mount Joy Township Accounting & Financial Policies & Procedures Manual.
22. Prepare resolutions and ordinances for adoption by the Board of Supervisors on topics requested by the Board, with assistance from the Township Solicitor when necessary.
23. Perform such other duties as may be required by the Board of Supervisors.

ADDITIONAL DUTIES

The Board of Supervisors may require additional duties be performed in accordance with the changing needs of the Township.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Overall knowledge of the Second Class Township Code
2. Excellent communication skills
3. Leadership qualities, integrity, and high ethical standards
4. Time management, multi-tasking, and attention to detail
5. Be fair but firm in dealing with personnel issues

MINIMUM QUALIFICATIONS

1. Minimum of five years of experience in Municipal Government Administration, and
2. Bachelor's Degree in Public Administration, or
3. A combination of experience in Municipal Administration and continuing education in appropriate fields sufficient to provide essential skills and knowledge for this position.