

TOWNSHIP MANAGER

This employee is responsible for directing the day-to-day conduct of Township business and for carrying out the policies of the Board of Commissioners. The employee is responsible for preparing and maintaining financial reports/records, paying financial obligations, and keeping the Board of Commissioners informed of the Township's financial condition and any occurrences that may affect the Township, its employees, or Board of Commissioners. These occurrences include but are not limited to legal, disciplinary, hiring, dismissal, or changes in workforce, and contract or vendor changes. Work involves contact with citizens to see that their problems and concerns are dealt with or brought to the attention of elected officials. This employee assigns and directs the work of other Township employees in providing these services.

Work is evaluated by the Commissioners through periodic written and oral reports and by external audit of financial records.

Duties:

1. Directs/assists department managers to coordinate Township services such as public works, police/fire protection, and personnel.
2. Directs and supervises the work of Township employees. May involve hiring, suspension, and discharge of employees. All subject to approval of Commissioners and in accordance with applicable laws.
3. Develops and implements administrative and operating procedures to meet Township needs and carries out approved policies.
4. Assists citizens by informing them of Township rules and laws, explaining procedures, hearing inquiries/concerns and either resolving them or referring them to the responsible official(s).
5. Meets with employees and employee representatives to resolve grievances and to negotiate terms of collective bargaining agreements.
6. Compiles and updates agendas for Commissioners meeting and attends meetings to provide advice and information. This includes keeping Commissioners up to date on agenda items and changes.
7. Prepares fiscal reports for Commissioners periodically and upon request.
8. Prepares various reports required by the state and federal government and by insurance carriers.
9. Receives revenue from tax collections, permit fees, fines, and utility payments.

10. Directs the recording and deposit of funds in proper accounts. Manages investment of unused funds to the Township's best advantage.
11. Pays bills and other obligations upon approval of Commissioners, scheduling payments to the Township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
12. Prepares the annual budget for review by Commissioners by summarizing past expenditures, estimating costs of future needs, computing expected revenues, and organizing data into required reporting format.
13. Every month, reconciles checking accounts, balances bookkeeping records, and assures the necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes.
14. Monitors insurance coverage to ensure that policies are renewed, new equipment covered, risks are minimized, and the best rates are obtained.
15. Monitors and manages the operation of various state or federal grant projects or programs by explaining program operations to participants, expending funds in accordance with grant contracts, and maintaining records of project status and disposition of funds.
16. Searches out and applies for other sources of funds such as grants, loans, credits, discounts etc., when appropriate.
17. Purchases equipment and services; assuring that major purchases are advertised, bid upon, and awarded in accordance with law.
18. Maintains payroll and benefit records for all Township employees.
19. Maintains other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions, and incidents.
20. Conducts research on other municipal programs, ordinances, fee structures, etc. for use by Commissioners in making decisions.
21. Performs other duties as assigned by Commissioners.

Required Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of public administration.

Knowledge of fiscal policies and procedures applicable to municipal finance administration.

Knowledge of most up to date office practices and procedures.

Ability to effectively motivate and direct the activities of other employees, explain, and justify Township problems and needs to Commissioners, and deal conscientiously, fairly, and diplomatically with all public requests.

Ability to work effectively with Township officials, employees, and other governmental agencies.

Ability to learn and apply numerous rules, regulations, and laws under which Township operations must be conducted.

Ability to work effectively with Township officials, other government officials, business associates and the public.

Ability to pro-actively analyze municipal problems and needs to recommend workable solutions.

Ability to develop and set up written procedures for the activities to be performed and adjust the policies and procedures as needed.

Ability to assemble, organize, and present status information from various source materials concerning the operation of Township programs and procedures.

Ability to review information for compliance with specific administrative or procedural rules.

Ability to organize work in a manner which ensures smooth processing and efficient accomplishment of priority items.

Ability to communicate effectively, orally and in writing. Communication is a top priority in this position and the ability to communicate with the appropriate parties in a timely and effective manner is imperative.

Minimum Education and Experience

A bachelor's degree in public administration, business administration, or a related field and three years of experience in the administration of a business or a public agency, or any equivalent combination of education and experience.

Compensation

Penn Township offers a competitive salary and benefits package. Salary will be agreed upon based on qualifications and experience. All management benefits are detailed in Township resolution 1020.

Application

Interested candidates can email a resume, cover letter, and three professional references to careers@penntwp.com by July 5, 2024.