

MANCHESTER TOWNSHIP

Job Title: Township Manager
Department: Administration
Classification: Full-time (Exempt)
Reports to: Board of Supervisors

Position Summary:

Under the direction of the Board of Supervisors, this position manages and directs the operations of the township to ensure effective delivery of programs and services; facilitates and directs planning for use of land and capital resources to make the township an attractive place to live and work; recommends policy and procedures to ensure compliance with laws, regulations, and township objectives.

Reporting Relationship:

This position reports to the Board of Supervisors. This position sets priorities and standards of performance for self and others.

Essential Tasks:

1. Manage operations of township offices and departments:
 - a. Provide general directions to department heads to include Assistant Township Manager, Director of Finance, Administrative Director, Recreation Director, Superintendent of Public Works, and Zoning/Planning Officer.
 - b. Provide administrative oversight to ensure professional staff accomplish the following with their department staff: evaluate job performance and administer coaching and discipline as needed; ensure adherence to proper ethical standards and guidelines; and ensure consistency in the application of township policy.
 - c. Works directly with the emergency service providers including regional police, fire services, and emergency management agencies.
2. Provide oversight of fiscal programs and policy to ensure the following are accomplished:
 - a. Guidance and supervision in the preparation of township budget. Works with Director of Finance to ensure budget meets operational and capital needs of the township and reflects proper governmental budgeting policies and procedures.
 - b. Provides guidance with the investment of township funds.
 - c. Oversee local, state, and federal grant awards and reporting.
 - d. Monitors revenues and expenditures to ensure a balanced annual budget.
 - e. Provides guidance in the preparation of financial reports as requested by the Board of Supervisors and Board of Auditors.
3. Manages programs and policies of the township:
 - a. Evaluates risk management needs of township; survey and analyze current programs and policies to determine possible exposure to liability; recommend new policies or programs to improve risk status.
 - b. Communicate recommendations to Board of Supervisors and other township committees as applicable.
 - c. Establish and implement new policies to improve effectiveness and efficiency of township operations.
4. Provide for comprehensive planning of township programs and services; working with staff to ensure the following are accomplished:
 - a. Development of short- and long-term goals for township programs and services.
 - b. Review of comprehensive plan for zoning of township; review recommendations from staff, builders and developers, residents, Planning Commission, and Board of Supervisors.

5. Manage purchasing activities and policies:
 - a. Establish rules and regulations governing requisition and purchasing.
 - b. Execute contracts as approved by the Board of Supervisors and monitor compliance with contracts.
 - c. Review and/or write bid specifications for the purchase of new equipment, supplies, or services.
 - d. Establish system to approve purchases of supplies and equipment.
6. Oversee and provide standards for maintenance of township facilities and property:
 - a. Negotiate lease and maintenance contracts or direct staff as applicable.
 - b. Approve capital purchases and improvements that meet maintenance standards.
 - c. Collaborate with department heads and staff to ensure short- and long-term maintenance and improvement projects are executed.
7. Engage in public relations activities:
 - a. Serve as essential spokesperson with news media; consult with appropriate staff concerning major news releases or policy statements.
 - b. Build and maintain relationships with county, state, and federal legislative and community offices and agencies.
 - c. Resolve questions and complaints from residents or direct appropriate staff member to address.

Job Qualifications

Essential knowledge, skills, abilities, and experience:

- Bachelor's degree in public policy, business administration or related field.
- Minimum of five years of experience in the administration of a business or public agency.
- Minimum of two years of governmental experience as an elected official, employee, or board appointee.
- Experience with township planning preferred.
- Understanding of township governmental functions
- Comprehensive knowledge of accounting, budgeting, and finance.
- Familiarity with governmental financing and budgeting.
- Knowledge of government's role in economic development.
- Ability to guard confidential information of major importance, including personnel records and information discussed in executive sessions of the Board of Supervisors.
- Demonstrated ability to effectively motivate and direct the activities of staff and other stakeholders.
- Ability to establish and maintain effective working relationships with staff, municipal officials, outside consultants, public officials, and public.
- Ability to resolve conflict with tact and diplomacy.
- Knowledge of or experience with strategic planning.
- Ability to communicate effectively orally and in writing.
- High level of computer and software proficiency.

Physical demands and Work Conditions

- Work is primarily sedentary in nature but also requires a high degree of mobility.
- The work is generally performed in an office setting but may occasionally involve visits to other township facilities, professional offices, and institutional facilities.
- Work outside of normal business hours is required to attend board, committee, and community meetings and events.
- Travel to township facilities and work sites.
- The ability to walk on various terrains to visit projects and job sites as required.
- Able to operate a motor vehicle.

Licenses, Certification or Registration:

- Valid Pennsylvania Driver's License

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. Other duties may be directed by the Board of Supervisors.

Manchester Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Manchester Township complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.