

TOWNSHIP MANAGER/SECRETARY/TREASURER

OVERALL RESPONSIBILITIES

Township Manager – The Township Manager/Secretary/Treasurer shall be the chief administrative officer of the Township, and shall be responsible to the Supervisors as a whole for the proper and efficient administration of the affairs of the Township. The Manager also interacts on a regular basis with other appointed staff – Township Solicitor, Township Engineer, Auditor, and other professional consultants. The Manager is responsible for the management of the Township according to policy and state law including the preparation and control of the budget, the purchasing of supplies and equipment, the preparation of various administrative and financial reports, the hiring, disciplining and firing of non-uniformed employees, the letting and control of contracts, and the maintenance and control of Township records and accounts. The Manager shall enforce the laws, ordinances, codes, policies, and procedures that have been established by the Board of Supervisors and the Second Class Township Code. The Manager's powers and duties shall relate to the general management of all Township business not expressly, by statute, imposed or conferred upon other Township officers.

1. Supervise and be responsible for the activities of all municipal departments.
2. Hire, discipline, discharge employees, and initiate other personnel activities: advertise job vacancies in local papers; review applicant's qualifications and check references; interview applicant with appropriate department supervisor; receive supervisor recommendations and decide on applicant selection; receive oral or written recommendations for disciplinary action from supervisor and make final decision as to action to be taken, including employee suspension or termination; receive recommendations from supervisors for employee promotions, transfers, training or pay change and approve or disapprove; receive and decide on written and oral employee grievances. The Manager shall report to Supervisors, prior to any action taken of this subsection.
3. Prepare and submit to the Supervisors, before the close of the fiscal year or on such alternate date as the Supervisors shall determine a budget for the next fiscal year and an explanatory budget message. In preparing the budget, the Manager or a designated officer shall obtain from the head of each department, agency, board or officer, estimates of revenue and expenditures and other supporting data. The manager shall review such estimates and may revise them before submitting the budget to the Supervisors.
4. Be responsible for the administration of the budget after its adoption by the Supervisors.
5. Hold such other municipal offices or head one or more of the municipal departments as the Supervisors may from time to time direct. These municipal offices may include positions identified or referred in other Ordinances or Resolutions as Township Administrator, Zoning Officer, Emergency Management Coordinator, Code Official, Open Records Officer, etc. Initiate and receive all correspondence on behalf of the Township Supervisors and respond the same as required by the Supervisors. Act as the Supervisors liaison to the Board and committees of the Township and all agencies and groups in the County, State, and Federal arenas including county representatives, state senators, and representatives and Congressional leaders.
6. Attend all meetings of the Supervisors and its committees, with the right to take part in the discussion, and receive notice of all special meetings of the Supervisors or its committees. Prepare the agenda for each meeting of Supervisors and or committees, supply facts pertaining thereto, and advise Supervisors regarding effectiveness of proposed or existing plans, projects, policies, resolutions, and ordinances and recommend changes.

7. Keep the Supervisors informed as to the conduct of Township affairs, submit monthly reports on the condition of the Township finances and such other reports as the Supervisors requests and make such recommendations to the Supervisors as deemed necessary. Submit to Supervisors, as soon as possible after the close of the fiscal year, a complete report on the financial and administrative activities of the Township for the preceding year.
8. Prepare routine resolutions, ordinances, agreements, legal advertisements, simple contracts, bid documents, and other legal documents for the review and final approval of the Township Solicitor.
9. Coordinate and provide for all approved benefit packages for employees striving to provide the best coverage possible at the lowest pricing available with the approval of the Board of Commissioners and the Police Union. Review and negotiate contracts, franchises, leases, and permits to verify their conformance with the agreed terms. Coordinate, oversee, and administer employee pension and programs in accordance with the pension plan documents and pursuant to state law including providing information for actuarial valuation reporting, and processing applicants for pension benefits.
10. Administer the commercial liability, auto, property, public officials, and police professional, and employment practices insurance programs for the Township. Identify potential insurance risks for the Township and incorporate the proper procedure and safety equipment to minimize exposure for the Township as a part of regular risk management activities.
11. Employ, by and with the approval of Supervisors, experts and consultants to perform work and to advise in connection with any of the functions of the Township.
12. Attend to the letting 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 upon some other Township officer by statute.
13. See that all money owed the Township is promptly paid and that proper proceedings are taken for the security and collection of all the Township's claims.
14. Purchase equipment and supplies: write product specifications when necessary; review received bids when necessary and for major purchases, recommend purchasing decision to Supervisors. Keep an account of all purchases and shall monthly or when directed by the Supervisors make a full written report thereof. Issue rules and regulations, subject to the approval of Supervisors, governing the requisition and purchasing of all municipal supplies and equipment. Provide for the upkeep, maintenance, and repair of all Municipal property.
15. Receive complaints and inquiries from residents and other interested parties, making appropriate investigations of concerns or inquiries and resolving issues consistent with the goals and objectives established by the Township.
16. Prepare all required state and federal reporting and submitting them on time and in a proper manner as prescribed by law and ensuring that legal requirements imposed by the county, state, and federal governments are met.
17. Oversee the computer technology operations of the Township and assure that the proper systems are maintained, upgraded, improved and added as necessary with the approval of the Board of Supervisors. Oversee and maintain the Township website as necessary.
18. Write grant applications and administer grant programs in accordance with the grant contracts.

19. Act as media contact, when necessary, for the Township, by providing information, interviews and background documents in addition to preparing news releases as directed by the Township. Maintain the Township Website.

20. Continue education and professional development through involvement in professional associations, attending conferences and training sessions, participating on boards and panels as requested, representing the Township at local and state meetings and gatherings as approved by the Township and in general providing a high profile and professional image for the Township.

21. Serve as the Township Zoning Officer and administer and prepare any such requests as well as Building Permits in conjunction with the Townships third party administrator.

22. All other duties as assigned by the Board of Supervisors and as set forth in the codified ordinances of South Londonderry Township.

Township Treasurer - Supervise and manage the financial affairs of the Township. Supervision and management shall include, but not be limited to, the investment and reinvestment of Township funds, the purchase of certificates of deposit, selection of depositories and related activities, all of which must be as permitted by law. Such transactions shall be reported to Township Supervisors at its first regular meeting following the completion of such transactions. Submit an updated report of the transactions each month thereafter. A full review of all of the transactions shall be a part of the reorganization meeting. The Treasurer shall also review reports on a regular basis, review of the trial balances, budget reports, accounts payable reports, and payroll information on a regular basis. Also cross training on these procedures as the backup for the functions of the finance office. Sign monthly payable checks in accordance with accounts payable.

Township Secretary - The Township Secretary shall be responsible to keep full minutes of the proceedings of Township Supervisors; shall transcribe the bylaws, rules, regulations and ordinances adopted into a book kept for this purpose; preserve the records and documents of the Township, shall have custody of the corporate seal; shall certify copies of any book, paper, record, bylaw, rule, regulation, resolution, ordinance or proceeding of the Township, under the seal; shall attest the execution of all instrument, record all ordinances and attest the same by signature; shall file of record proof of service of all notices required by law. Shall serve as Right To Know Officer.

MANUAL SKILLS

Employee must be computer literate and be able to use, transmit, receive and manipulate data and information in commonly used word processing, spreadsheet, email, internet access and geographic information system programs, particularly those programs currently used by the Township.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY Employee must be able to analyze problems, plans, projects, policies and Township operations; develop new ways of resolving problems, restructuring operations and accomplishing objectives; use judgment in making decisions affecting immediate and long range Township operations and services provided the public; and use planning clearly and effectively in order to provide efficient Township operations and quality service to the public.

Job Knowledge

Employee must possess knowledge of all relevant job information and must be able to provide and apply accurate and appropriate job information/resources; apply new techniques; maintain knowledge of current and innovative trends in municipal management; strive to expand knowledge; recommend changes in procedures and methods; handle inquiries; etc.

Township Services

Employee must be able to supervise and provide services in a cost-effective, customer-oriented manner including, but not limited to, water treatment, wastewater collection and conveyance, parks and recreation, street maintenance and recycling.

Interpersonal Relationships

Employee must be able to develop and maintain positive and constructive inter/external relationships; function as a team player; give and receive constructive criticism; resolve conflicts; recognize needs and sensitivities of others; treat others in a fair and equitable manner; deal appropriately with anger, frustration and conflict; and be respected and trusted by others.

Work Habits

Employee must be able to meet established expectations of quality, quantity, and timeliness; plan and organize work that carries out policies of Township Supervisors; utilize proper conduct, speech, and ethical behavior; meet deadlines; and anticipate future steps and problems.

Financial Management

Employee must be able to plan and develop an annual budget with documentation; administer and manage the budget within its parameters; plan, organize, and supervise the most economic use of labor and materials; and plan for and fund future capital needs.

SUPERVISION RECEIVED/EXERCISED

Employee's actions are guided by state statute, Township ordinances and policies; but the employee initiates independent action to carry out policies, ordinances or to bring Township operation services in conformance with state statutes. Employee directs the activities of all Township departments except the police department.

Leadership

Employee must be able to formulate and articulate a vision for the organization. The employee must be able to assign responsibility and authority; monitor activities to ensure work progresses; ensure compliance with established procedures/regulations; strive to improve operations and staff.

Employee must also demonstrate personnel administration abilities including contract negotiations, appropriate discipline, management of overtime, etc. The employee must demonstrate a positive and exemplary approach to work.

PHYSICAL DEMAND/WORK ENVIRONMENT

Work is not normally strenuous, but may become tiring because of cases where employee works for extended hours. Employee generally works in office environment, but may be required to work out of doors and be exposed to a variety of weather conditions.

Be available to respond to situations at all hours of the day and night that might involve intervention and problem solving at the management level.

Routinely work at least eight hours per day, attend evening meetings, and function for long periods of time at a high level of efficiency and productivity.

Work within a stressful, high paced, multi-tasking environment with complex and competing demands on time and energy.

HUMAN RELATIONS

Employee is in contact with the Township Supervisors, employees, other local governments, and various state agencies and the public and is the public face of the Township. Information exchanged deals with questions of considerable importance and often of considerable complexity.

Supervisors Relations

Employee must be able to respond in a prompt, professional, and efficient manner; keep Supervisors informed; submit comprehensive, concise, and understandable agenda items; and provide assistance and support in carrying out Supervisors decisions.

Intergovernmental Relations

Employee must be able to develop and maintain positive and constructive relationships with other governments; maintain awareness of developments and plans in other jurisdictions; serve as aggressive advocate for the Township; and maintain communications with elected and appointed officials of local, state, and Federal agencies.

Communications

Employee must be able to exchange information with others clearly and concisely; provide information on a timely basis; listen, organize, and present thoughts logically and in a clear concise manner both orally and in writing; solicit and clarify information; promote easy exchange of information; speak clearly and be articulate.

EDUCATION AND EXPERIENCE

A bachelor's degree in public administration, business administration, or five years of municipal experience is preferred. Employee must possess a current Pennsylvania driver's license.