

# **RICHLAND TOWNSHIP**

## **TOWNSHIP MANAGER/ SECRETARY POSITION DESCRIPTION**

**Exempt**

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### **POSITION SUMMARY**

The Township Manager position is multi-faceted requiring leadership skills and accountability for a broad range of local government services. The Manager is responsible for implementing policies established by the Board of Supervisors related to: administration; personnel; financial management; budgeting; public works; planning/land use; zoning; code enforcement; public safety; sanitary sewers; solid waste; transportation/traffic; parks and recreation; grants; legislative initiatives; communications; and labor management relations. To be successful, the Manager must demonstrate keen discretionary decision-making ability and independent judgment. In addition, knowledge of ministerial tasks, including those mandated by State law and local ordinance is necessary. Work is performed during regularly scheduled hours and frequently requires additional hours to meet Board expectations. The position is full-time and exempt under the Federal Fair Labor Standards Act. The Manager is appointed by and serves at the pleasure of the Board of Supervisors.

### **DUTIES AND RESPONSIBILITIES**

1. May serve as the Township Treasurer and perform all the duties specified in the Home Rule Charter, including but not limited to depositing receipts, paying out monies and maintaining financial records for settlement by an annual audit.
2. May serve as the Township Secretary and perform all the duties specified in the Home Rule Charter, including but not limited to preparing for regular and special meetings by publishing notices, preparing reports and materials for distribution, and preparing the agenda and minutes.
3. Acts as the Chief Officer of Administration and is responsible for those powers and duties set forth in Chapter 1 Administration and Government, Part 1 Administrative Code that are assigned to the Manager, including, but not limited to supervising all Township departments, except for the police department.
4. Hires, suspends, and discharges employees, subject to approval by the Board and in accordance with applicable laws.
5. Responsible for those duties set forth in the Home Rule Charter, Part 7 Township Manager, Tax Collection.
6. Attends all regular official meetings of the Board of Supervisors and other such meetings deemed necessary by the Board.
7. Prepares reports to make recommendations and provide professional advice to the Board as the Manager deems necessary and appropriate.

8. Prepares annual budget for review by the Board, by summarizing past expenditures, estimating costs of future needs, computing expected revenues and organizing data into the required reporting format.
9. Secures compliance with and execution of all franchises, permits, contracts, and agreements as granted by the Board.
10. Employs, with the approval of the Board, experts and consultants to perform work and to give advice in connection with the functions of the Township.
11. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies, as needed; conducts research on other municipal programs, ordinances, fee structures, etc., for use by the Board in making decisions; monitors and manages the operation of various county, state or federal grant projects or programs by expending funds in accordance with the grant contract and maintaining records of project status and disposition of funds.
12. Manages and directs the finances to insure proper investments of municipal funds and the administration of loans.
13. Purchases equipment and services assuring that major purchases are advertised, bid upon and awarded in accordance with applicable law.
14. Searches for and applies for other sources of funds, such as grants, loans, credits, discounts, etc., when appropriate.
15. Develops and implements administrative and operating procedures in order to meet Township needs and carry out approved policies.
16. Keeps a current inventory of all real property of the Township and its condition and shall be responsible for the care and custody of all such property, including equipment, buildings, parks, and all other Township property.
17. Keeps a complete set of maps and plats showing the location of all Township utilities, properties, streets, easements, and other public places.
18. Recommends, plans, and directs implementation and administration of benefits and programs, such as health insurance, pension plans, paid time off, and other benefits listed in Ordinance 522, General Employee Benefits.
19. Represents the Board in all matters relating to the union, including negotiating collective bargaining agreements, oversees union members, and issues all work rules, benefits, and disciplinary notices to union employees on behalf of the Board.
20. Meets with employees and employee representatives to resolve grievances.
21. Assists citizens by informing them of Township rules and laws, explaining procedures, hearing and resolving complaints, and answering questions or directing them to the responsible Township official.
22. Monitors insurance coverage in order to ensure that policies are renewed, new equipment is covered, risks are minimized and best rates or obtained.

23. Maintains records in accordance with a retention schedule of items.
24. Performs other duties as assigned by the Board.

## **QUALIFICATION REQUIREMENTS**

### **Knowledge and Requirements**

1. Must possess considerable knowledge of modern policies and practices of municipal administration.
2. Must possess considerable knowledge of the principles and practices of supervision.
3. Must possess the knowledge of accounting and financial ability to develop and implement budgets and related reports.
4. Must possess working knowledge of municipal finance, human resources, public works, public safety and community development.
5. Must possess skill in planning, directing and administering municipal programs.
6. Must possess crisis management skills.
7. Must possess ability to prepare and analyze comprehensive reports.
8. Must possess ability to carry out assigned projects to their completion.
9. Must possess ability to communicate effectively verbally and in writing to employees, the public, and the Board.
10. Must possess ability to establish and maintain effective working relationships with employees, municipal elected officials, stakeholders and the public.
11. Must possess ability to efficiently and effectively administer a municipal government.
12. Must possess ability to demonstrate effective leadership and good decision-making skills.
13. Must possess ability to exercise good judgement when addressing citizen's requests and complaints.
14. Must possess ability to communicate effectively both orally and in writing.
15. Must possess ability to organize work in a manner which ensures smooth processing and efficient accomplishment of priority items.
16. Must be bondable.

### **Education and Experience**

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in Public Administration, or related field. A Master's Degree in Public Administration is required, but municipal management experience may be substituted for this educational requirement, if the Board deems it to be appropriate.
2. Five years of progressively responsible experience in municipal management.
3. Strong credentials in budgeting, finance, collective bargaining, capital project management, and customer service.

### **TOOLS AND EQUIPMENT**

- Must know how to use a personal computer, all Office 365 applications, common municipal software systems (such as CityShare) or their equivalents, fax machine, telephone, copier, calculator and other office equipment.
- Must have a valid driver's license and able to own and operate a motor vehicle.

\* The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

\*\* The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.

*Created February 2024*

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF TOWNSHIP MANAGER AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.