

Lancaster Township

Job Description – Township Manager

Overview

The Township Manager is the chief administrative officer for Lancaster Township and carries out the business of the Township under the direction of the Board of Supervisors. The Township Manager is responsible for overseeing the Township's work force in the day-to-day conduct of Township business, operations, and services.

Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task, and a friendly demeanor. The most qualified candidates will have a Bachelor's Degree in business or public administration, or a related field, as well as three to five years of experience in local government or the administration of a public or municipal agency. Direct experience with municipal budgeting and finance, public procurement, municipal zoning and land development, building and property maintenance codes, and storm water management is preferred.

This is a highly responsible administrative/supervisory position involving planning, directing, coordinating, and administering all affairs of the Township government. The Township Manager reports to the Board of Supervisors. Direction is received from the Board through meetings and policy directives, and work is reviewed by the Board for the achievement of desired objectives. The Township Manager will perform any other duties and responsibilities as may be assigned or directed by the Board of Supervisors.

Minimum Qualifications

Education and Experience

1. Bachelor's Degree in business administration, accounting, finance, public administration, public policy, or related field. Master's Degree or equivalent experience in public or municipal administration is preferred.
2. 3-5 years of work experience in the administration and/or management of municipal or public entity with increasing responsibility in planning, organizing, and directing administrative services.
3. Direct experience with municipal budgeting and finance, public procurement, municipal zoning and land development, building and property maintenance codes, and storm water management is preferred.
4. Excellent communication skills and experience in public presentations and meeting facilitation.

5. Must have experience in public engagement and community outreach efforts.
6. Must possess knowledge and general understanding of federal, state, and local laws, regulations, and ordinances governing Pennsylvania municipalities, particularly the Second-Class Township Code and the Municipalities Planning Code.

Knowledge, Skills, and Abilities

7. Knowledge of commonly used office administration software, primarily Microsoft Word, Excel, and Outlook.
8. Excellent business judgment, analytical, and decision-making skills.
9. Skill in human resources and personnel management.
10. Skill in overseeing and managing administrative functions.
11. Ability to establish and maintain effective working relationships with employees and municipal officials.
12. Ability to deal professionally with angry or difficult customers.
13. Ability to maintain strict confidentiality of sensitive employee and organization information at all times.
14. Ability to develop and interpret budgets, contracts, and financial reports.
15. Ability to work independently.
16. Ability to delegate, manage, and supervise effectively.
17. Ability to must successfully pass a background investigation conducted by the Township with respect to any criminal and/or driver's license history.
18. Ability to successfully pass a drug test prior to hiring.
19. This position requires a valid Pennsylvania driver's license.

Essential Functions

General Administration

- Oversee and direct the provision of Township services, such as road maintenance, utilities, recreational facilities and amenities, land use planning, and public safety.
- Direct and supervise the work of municipal employees, either directly or indirectly, through supervisors.
- Recommend and advise the hiring, suspension, and discharge of employees, subject to the approval of the Board of Supervisors and in accordance with applicable laws.
- Prepare agendas for Board of Supervisors meetings and attend all meetings to provide advice and information.

- Oversee the hiring, discipline, and discharge of employees in accordance with applicable laws and established policies.
- Meet with employees and employee representatives to resolve grievances and to negotiate terms of collective bargaining agreements.
- Serve as the Right to Know Officer for the Township.
- Prepare ordinances and resolutions or update ordinances, as needed. Submit all new ordinances and updates to General Code for Codification annually.
- Oversee scheduling and attendance for other boards and commissions and the appropriate advertisement of public notice, when required.
- Conduct research on other municipal programs, ordinances, free structures, and operations to assist in decision-making by the Board of Supervisors.
- Purchase equipment and services, assuring that major purchases are advertised, bid upon, and awarded in accordance with applicable laws.
- Research and apply to funding opportunities, such as grants, loans, and/or awards, as appropriate.
- Develop and implement administrative and operating procedures to meet Township needs and carry out approved policies.
- Conduct performance evaluations for all employees.
- Develop and maintain manuals, instructions, forms, reports, and records as necessary to properly carry municipal operations.
- Perform other duties as assigned by the Board of Supervisors.

Community Outreach

- Promote the positive image of the Township to the general public.
- Provide citizens with information related to Borough rules and laws, help explain procedures, and resolve complaints.
- Update the Township website, social media feeds, and messaging system, as necessary.
- Oversee the preparation and distribution of Township newsletter and other community outreach correspondence.
- Serve as the Township liaison to County groups and organizations.
- Assist the Historical Records Committee, as needed.

Land Use Planning

- Implement the Township's Comprehensive Plan and Open Space and Recreation Plan and update said plans, as necessary.

- Coordinate and perform technical review of subdivision and land development plans.
- Make appropriate recommendations to the Township Planning Commission and Zoning Heard Board.
- Attend Planning Commission meeting to provide advice and information.
- Coordinate inspection services with third-party agency.
- Verify certificates and collection of payment for road bonding.
- Coordinate regularly with Township Engineer, maintaining records of engineering costs and billing of develop fees.
- Complete all septic permits and coordinate with sewage inspector, residents, state agencies, Western Butler County Authority and Timberly Valley Sanitation.

Financial Operations

- Prepare and recommend an annual budget for the approval by the Board of Supervisors, summarizing past expenditures, estimating costs of future needs, and quantifying anticipated revenues.
- Direct third-party accountant and accounting procedures.
- Oversee the collection of revenue from permit fees, fines, and utility payments and the receipt of tax revenue from the tax collector. Direct the recording and deposit of funds in proper accounts.
- Pay bills and other obligations upon approval of Council, scheduling payments to the Borough's best advantage by observing due dates, discount periods, and maturity dates of invested funds.
- Direct the maintenance of bank accounts and fiscal accounting records to assure that necessary vouchers and/or receipts are properly recorded and filed for audit purposes.
- Meet with auditors to explain financial transactions, decisions, and procedures.
- Monitor and report on the budget status throughout the year.
- Prepare various reports required by state and federal government and by insurance carriers.
- Review insurance needs and meet with insurance agents to negotiate necessary coverage.
- Verify and submit employee payroll and approve vacation, sick, and comp time.
- Conduct bi-annual PMRS audit and State Liquid Fuels Audit
- Review fiscal reports with Supervisors regularly and upon direct request.
- Manage funding received from grant programs, per the requirements set forth by the funding agency.
- Complete and submit quarterly payroll reports.

- Coordinate and manage purchases made through CoStars.
- Coordinate the addition of fire hydrants to tax rolls.

Public Safety

- Build and maintains partnerships with local, state, and federal law enforcement agencies and various other organizations.
- Ensure effective technology solutions by identifying technology needs in the Police Department; stays current on new technology developments; determines strategy for rolling out new technology solutions to the Police Department personnel.
- Implement internal and external policies, practices, and procedures will guide individual officers to improve operations, efficiencies, and community outreach efforts.
- Serve as the Township's representative to the Harmony Fire District.

Public Works

- Plan annual roadway improvements with Township Roadmaster.
- Coordinate Township building maintenance, including cleaning, security, door access, and service of fire extinguishers.
- Plan and coordinate collection events, such as Clean Up Days and annual shredding event.
- Verify education credits for pesticide licenses.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, equipment, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment at the Lancaster Township municipal offices is usually quiet.

Disclosure

The statements made herein are intended to describe the nature and level of work to be performed by the employee assigned to this administrative position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Lancaster Township is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, Lancaster Township provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date