



WARRINGTON TOWNSHIP JOB DESCRIPTION

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| JOB TITLE: | Township Manager | DEPT: | Administration |
| REPORTS TO: | Board of Supervisors | FLSA STATUS: | SE |
| BARGAINING | NA | CLASSIFICATIO | Grade 1 |
| DATE PREPARED: | February 7, 2024 | DATE | |

Summary

The Township Manager is a salaried position and is responsible for directing the day-to-day operations of the Township business, overseeing the entire Township including the Department Heads and for carrying out the policies of the Board of Supervisors. Responsibilities also include but are not limited to managing a \$40 million budget, supervising over 100 employees, currently 73 full-time, 46 part-time and around 50 seasonal employees, maintaining Township financial records, preparing financial reports, paying financial obligations, and keeping the supervisors informed of the Township's financial condition. Work involves contact with citizens to see that their problems and concerns are dealt with or brought to the attention of the Board of Supervisors. The Township Manager assigns and directs the work of other Township employees in providing these services. This position must have appropriate experience and must be able to properly handle confidential information in a careful and secure manner.

Employment Information

- Hours: 40 hours per week
- Full-time exempt position.
- Attendance at evening meetings is required.
- Some night and weekend work may also be required.

Supervisory Responsibilities

Works under the general direction of the Board of Supervisors. This position oversees all Township operations.

Essential Functions and Responsibilities

- The Township Manager shall, under the direction of the Board of Supervisors, execute and enforce the laws of the Commonwealth, Township ordinances, policies, directives, procedures, rules and regulations, resolutions, and the by-laws of the Township.
- Responsible for the development and implementation of long-range planning and policy implementation related to fiscal affairs, zoning, land development, police, parks, and recreation.
- Act as the Liaison between the Board of Supervisors and Township Boards, Committees, etc.
- Act as the primary public relations officer, requiring public appearances when deemed appropriate. The Township Manager shall oversee the organization and promotion of events and for the

dissemination of information designed to promote the Township.

- Plan, organize, direct, and supervise all Township operations.

Hires, suspends or discharges all Township employees. , except that the appointment of Department Directors shall be with the advice and consent of the Board

- Provides guidance and support to Department Directors in accomplishing their administrative duties.
- Oversees the personnel evaluation process and performs personnel evaluations on those employees under his or her reporting directly to the Township Manager.
- Establishes an organizational culture of public service by continuously developing the organization's efficiency and effectiveness.
- Recommends changes in the organizational structure as appropriate.
- Provide for efficient operations by establishing and monitoring department goals and objectives; assigns work and delegates appropriate authority and responsibility to staff.
- Prepares an annual budget, presents it to the Board for consideration, and is responsible for budget implementation once adopted.
- Recommends capital improvements to the Township's infrastructure.
- Keeps the Board informed as to the conduct of Township affairs and submit periodic reports on financial, administrative, and other matters as the Board may require.
- Makes recommendations to the Board as deemed necessary on matters affecting the health, safety, welfare ,and administration of the Township and its residents.
- Enforces the provisions of all franchises, permits, licenses, and privileges granted by the Township and ensures all terms and conditions in favor of the Township for franchises contracts, or leases are faithfully kept and performed.
- Represents the Township in negotiations and deliberations concerning matters of intergovernmental cooperation subject to the approval of the Board.
- Responsible for the implementation of all personnel policies, collective bargaining agreements, and personnel related programs.
- Determine required insurance coverages and secures insurance coverage for the Township subject to Board approval.
- Serve as the Township's chief negotiator in all union contract negotiations in cooperation with Township legal counsel; receives, analyzes, and report to the Board all union requests in contract negotiations and/or arbitrations; implements all union contracts and/or arbitration awards for the Township.
- Prepare the Board agenda and attend all Board with the right to take part in discussion but not to vote.

- Works collaboratively with the Board of Supervisors at all times and in all matters for the best interest of the Township and the general public.
- Performs other duties as may be required by the Board.

Qualifications

- Bachelor's degree in business/public administration or equivalent field of study required. Master's degree preferred.
- Minimum of 7 years' experience as a local government Manager or Assistant Manager
- Municipal Accounting/Finance experience a plus.
- Possession of a valid PA Driver's License required.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of various departments, key personnel, the organization, and the functions of municipal government.
- Extensive knowledge of the principles and practices of public administration.
- Knowledge of fiscal and personnel policies and procedures as they apply to municipal and finance administration.
- Knowledge of and experience with Township Managerial principles and activities of a municipal government.
- Knowledge of current developments and trends in municipal management and inter-governmental relations.

Skills

- Skilled in handling and working with people from a wide spectrum of society.
- Exhibits a professional demeanor, demonstrates the highest level of ethics and integrity.
- Exudes Leadership, planning, and management skills.
- Seeks and respects the opinions of others while challenging them to explore new options for solving problems.
- Takes pride in the Township and sets a work climate that is positive and inclusive; builds an effective employee team.
- Reinforces organization values, accountability, and transparency.
- Coaches and mentor's employees; identifies individual employee strengths and takes a genuine interest in the professional development of Township staff.
- Proficient in Microsoft Office 365, Word, Excel, PowerPoint, use of computer and various software.

Abilities

- Ability to effectively motivate and direct the activities of Township employees
- Ability to deal conscientiously, fairly, and diplomatically with all public requests.
- Ability to learn and apply numerous rules, regulations, and laws under which township operations must be conducted.
 - Ability to analyze complicated problems and needs, and to recommend or implement workable solutions.
 - Ability to communicate effectively in English, both oral and written form, along with possessing strong presentation skills, and to write, and edit statistical, financial, and factual information.

- Ability to manage and coordinate activities of a multi-departmental municipal government.
- Ability to maintain administrative records and to accurately and prepare reports and answer questions from records.
- Ability to coordinate and manage various projects in a timely and efficient manner.
- Ability to continue to learn new concepts and ideas concerning local government.

Working Conditions

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 hold, or feel objects, tools or controls and reach with hands and arms. The employee is required to use office machines such as computers, telephones, and other related office equipment.

The employee may 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 is generally performed in an office setting with a quiet environment. The work is performed in a public meeting setting, outside and/or various environments which may result in excess noise levels, at times.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement

Warrington Township provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.