

WEST PENNSBORO TOWNSHIP

2150 Newville Road, Carlisle, PA 17015-7746 ~ Phone: (717) 243-8220 ~ Fax: (717) 243-1592



WEST PENNSBORO TOWNSHIP EMPLOYMENT OPPORTUNITY

POSITION: Township Manager

FLSA STATUS: Full Time

SALARY: Based on experience/qualifications, includes excellent benefits

GENERAL SUMMARY: Under administrative direction, manage and direct operations of Township to ensure effective delivery of programs and services; facilitate and direct planning for use of land and capital resources to make the Township an attractive place to live and work; recommend policy and procedures to ensure compliance with laws, regulations and Township objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage operations of Township offices and departments: Provide general direction to staff including Road Master, Wastewater Treatment Plant Operator and Administrative Staff.
 - Provide administrative oversight to ensure professional staff accomplish fiscal programs and policies to ensure proper payment of bills.
 - Review of Township budget with explanatory summaries; estimation of revenues and expenditures.
 - Manage programs and policies of the Township:
 - Evaluate risk management needs of the Township; survey and analyze current programs and recommendations regarding direction of program goals and objectives to the Board of Supervisors to improve responsiveness to community needs.
 - Establish and implement new policies to improve effectiveness and efficiency of Township operations.
2. Manage purchasing activities and policies;
 - Establish system to approve purchases of supplies and equipment for various agencies, boards, departments and offices.
 - Establish rules and regulations governing requisition and purchasing.
 - Enter in contracts as approved by Board and monitor compliance with contracts.
 - Review and/or write bid specifications for the purchase of new equipment, supplies or services.
3. Manage maintenance of Township facilities and property:
 - Direct maintenance, improvement or replacement of facilities and property.
 - Negotiate lease and maintenance contracts.
 - Ensure provisions of franchises, leases, permits and privileges and other contractual rights of Township are observed.

4. Engage in public relations activities:
 - Resolve questions and complaints from Township citizens, or direct to appropriate staff person.
 - Serve as essential spokesperson with news media; consult with appropriate staff person concerning major news releases or policy statement.
 - Meet with representatives of industrial and commercial firms to discuss relocation plans and related issues.

5. Perform or assign official duties of Township Secretary and Treasurer:
 - Keep record of proceedings before the Board of Supervisors in the form of minutes; ensure conformance with legal requirements established by the Township code; ensure proper maintenance and preservation of official records.
 - Inform members of the Board of functions and meetings of the Board.
 - Account for monies processed at the Township; ensure prompt deposit into proper bank account; establish separate accounts of sums received from taxes and other sources; open accounts for inspection

JOB SPECIFICATIONS: *indicates developed after employment

Education/Employment: A combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is experience in public administration or related field and previous experience in municipal management.

Knowledge:

1. Comprehensive knowledge of public administration principles and practices.
2. Comprehensive knowledge of accounting, budgeting and finance.
3. Comprehensive knowledge of Township code, and state and federal laws affecting second class townships.
4. Comprehensive knowledge of local ordinances and physical features of Township.*
Comprehensive knowledge of government process and structure.
5. Comprehensive knowledge of management theory and practice.

Skills:

1. Negotiation
2. Computer operation, including full range of office applications.

Abilities:

1. Ability to apply various management principles to solve practical, everyday problems.
2. Ability to analyze policies, regulations and laws which address new and constantly changing problems.
3. Ability to prepare comprehensive budget reports.
4. Ability to communicate effectively in oral and written form.
5. Ability to guard confidential information of major importance, including personnel records and information discussed in executive sessions of the Board.
6. Ability to develop and maintain effective relationships with public officials, associates and the general public.
7. Ability to resolve conflict with tact and diplomacy.
8. Ability to maintain morale as head of an organization.

Working Conditions:

1. Work is performed in a normal but busy office environment. Attendance at evening meetings is required. Travel to various Township facilities and work sites is required. Work frequently involves responding to residents.

COMPENSATION: An annual salary will be offered commensurate with education, skills, and relevant experience; the Township offers an excellent benefits package.

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.

REPORTS TO: Township Board of Supervisors

Interested applicants should send a resume and cover letter to; Evelyn Swartz, Township Secretary at West Pennsboro Township, 2150 Newville Road, Carlisle, PA 17015, or e-mail to eswartz@wptwp.org