

EAST DONEGAL TOWNSHIP

POSITION DESCRIPTION



EAST DONEGAL TOWNSHIP
BOARD OF SUPERVISORS
190 Rock Point Road
Marietta, PA 17547

POSITION TITLE: ASSISTANT TOWNSHIP MANAGER

DEPARTMENT/WORK LOCATION:

Administration
Township Building
190 Rock Point Road
Marietta PA 17547

REPORTS TO: Township Manager

SUPERVISION: None

POSITION SUMMARY:

This is an exempt position that supports the Township Manager and the administrative operations of the Township. The Assistant Township Manager shall be responsible for assisting in the administration, direction, and supervision of all day-to-day activities of the Township in addition to providing special assistance in finance, personnel, administration, planning and research, grant management, communications, and all other related functions.

PRIMARY FUNCTIONS:

- Assists in the development and implementation of policies, procedures, rules, and regulations concerning the administration of the Township.
- Represents the Township while attending various Board, Commissions, Committees, and Community Meetings, as well as when interacting with County and State agencies and local municipalities.
- Researches, plans, and helps develop new programs that reflect changing conditions within the Township and to aid the Township Manager and Board of Supervisors in establishing accurate long-rang objectives.
- Supervises and assists on administrative and technical problems and procedures in assigned areas.
- Responsible for the management of all bidding procedures for municipal purchases
- Responsible for the management of the Township's Commercial Driver's License (CDL) compliance requirements.
- Responsible for Township's compliance with state Department of Transportation's liquid fuels tax policies and procedures.

- Attends and participates in all Board of Supervisors meetings, assigned committee meetings, and Township events on a regular basis which includes daytime, evening, and occasional weekends.
- Assists in collection and preparation of financial data necessary for the assembly of the Township Budget.
- Prepares and assists in the preparation of public bids, RFQs/RFPs, capital purchases, and the coordination of any high-level purchases and/or expenditures.
- Assists in budget analysis and financial forecasting and providing financial reports to the Township Manager and Board of Supervisors.
- Assists in the research, development, and administration of personnel policies and programs, including employment, compensation, training, benefits, and employees' services.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities

Knowledge:

- General understanding of duties and responsibilities of various Township services and key personnel as well as their functions within the Township structure.
- General knowledge of operations and purposes of various civic and business organizations within the Township.
- General knowledge of principles and practices of public administration.
- General knowledge of both fiscal and personnel policies and procedures as they apply to municipal and financial administration respectively.
- Knowledge of current developments and trends in municipal management and inter-governmental relations.
- Knowledge of fiscal policies and procedures applicable to municipal finance administration and budgeting.
- Knowledge of Township code, and state and federal laws affecting Second Class Townships.
- Knowledge of local ordinances and physical features of Township.
- Knowledge of modern office practices and procedures.

Abilities:

- Ability to supervise and direct office and non-office personnel.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective relationships [by meeting] with the public, elected officials and Township employees, other governmental units, and non- governmental levels.

- Ability to research, comprehend, evaluate, and prepare statistical and financial information.
- Ability to carry out policy initiatives and engage in successful strategic planning.
- Ability to maintain administrative records and to prepare reports and answer questions accurately and expeditiously from records.
- Ability to coordinate and manage various projects in a timely and efficient manner.
- Ability to research and develop administrative policies and practices.
- Ability to learn new concepts and ideas concerning local government through continuing education classes and forums.
- Ability to exercise good judgment and tact in receiving office calls, meeting visitors, and resolving problems.
- Ability to properly handle material of a highly confidential nature, exercise discretion, sensitivity, and good judgment.
- Ability to analyze policies, regulations and laws which address new and constantly changing problems.
- Ability to assemble, organize, and present status information from various source materials concerning the operation of Township programs and procedures.

Education/Experience

- Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed above. An example of acceptable qualifications for this position is completion of a Bachelor's Degree in public administration, government, business administration, finance, municipal planning, or similar fields and previous experience as manager, department head, or an equivalent position.
- Three to five years of progressively responsible experience in local government administration.
- Experience with managerial principles and activities of a municipal government.
- Experience with the principles and practices of office management.
- Skill in dealing with people from a wide spectrum of backgrounds.
- Strong verbal, analytical, communication and presentation skills.
- Strong proficiency with computer software programs including but not limited to MS Office Suite programs, QuickBooks and WordPress. GIS knowledge helpful, and additional programs as needed.
- A valid Driver's License is required.
- Supervisory experience at all levels (office personnel) preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to sit for extended periods of time while working.
- Constant hand, fingers and arm use, and excellent eye-hand coordination.

- Ability to hear clearly and speak intelligibly.
- To occasionally function in activities involving walking, bending, squatting, reaching, and climbing stairs.
- To occasionally stand for extended periods of time.
- Ability to see and perform visual activities such as close paperwork, using a computer monitor, reading, and writing.
- Ability to lift and/or move up to 30 lbs.
- Work is performed in normal office environment.
- Attendance at evening meetings is frequently required.
- Travel to various Township facilities and work sites are frequently required.
- Work frequently involves responding to angry, frustrated or upset individuals.

DISCLAIMER:

This position description does not list all the duties of the position. You may be asked by Supervisors or Managers to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this position description. East Donegal Township Board of Supervisors has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the East Donegal Township Board of Supervisors may terminate employment at any time, for any reason.

REPORTS TO: Township Board of Supervisors

FLSA STATUS: Exempt

DATE: _____ 2024