

# **Newberry Township**

## **Township Manager Job Description**

The Township Manager is a key position who is responsible for overseeing the day-to-day operations of the township and for carrying out the policies of the Board of Supervisors. The primary focus for the role is to maintain and report out on the financial health of the township as well as assign and direct the work of other township employees.

### **Job Duties:**

#### **Administrative Oversight**

- Serves as the Secretary of the Board of Supervisors.
  - Attends township meetings
  - Prepares agenda, record, and prepare minutes for township meetings
  - Provides advice and guidance regarding procedure.
- Prepares documents for and ensures proper maintenance of official records
- Attend after hour meetings:
  - Planning Commission
  - Zoning Hearing Board
  - Workshop meetings
  - Recreation Committee
  - Others as needed
- Research and investigate administrative and governmental best practices providing recommendations to the Board of Supervisors of appropriate ordinances affecting the health, safety, and welfare of the Township.

#### **Financial Management**

- Serves as Assistant Treasurer to the Township Board of Supervisors.
- Prepares drafts of annual budget with assistance by the Comptroller; Administers budget after adoption.
- Secures major purchases through advertising, bidding, and awarding procedures.
- Prepares requests and application materials for grants, loans, rebates, etc.
- Administers both the Non-Uniformed and Uniformed Pension plans.
- Handles the renewal and calling of letters of credit.

#### **Personnel Management**

- Administers employment contracts, job descriptions, and employee handbook.
- Directly supervises the Public Works Director, Wastewater Sewer Coordinator, and the administrative staff.

### **Strategic Planning and Development**

- Assists in developing and implementing long-term plans and policies for the township's growth and development.
- Acts as a liaison between the township government and the community, promoting transparency and responsiveness.

### **Legal and Compliance**

- Ensure township operations comply with all local, state, and federal laws and regulations.
- Negotiate and manage contracts with vendors, service providers, and other governmental entities.
- Execute and enforce the laws of the Commonwealth of Pennsylvania and such ordinances and resolutions of the Township.

### **Public Relations and Communication**

- Communicate with residents, businesses, and the media, providing information and responding to inquiries.
- Lead the township's response to emergencies and disasters, coordinating with public safety and emergency services.
- Reviews and approves information for the Township website, social media platforms, and digital signage.
- Reviews all pertinent information with Township Supervisors, Township Solicitor, Township Engineer, Public Works Director, Waste Water Coordinator, Police Chief, Comptroller, and Codes and Zoning Officer.

### **Knowledge, Skills & Abilities:**

- Knowledge of:
  - Principles and practices of public administration
  - Fiscal policies and procedures applicable to municipal finance administration
  - Township programs and services
  - Second-Class Township Code and Township Ordinances
  - Bookkeeping, accounts payable and payroll practices and procedures.
- Customer service oriented Ability to:
  - Effectively communicate both verbally and in writing to a wide variety of audiences
  - Work independently and meet established deadlines
  - Think critically, proactively, and effectively problem solve
  - Establish professional relationships

### **Education & Experience:**

- Bachelor's degree in public administration preferred, or 5 years of experience in related field and level of responsibility.
- 2-5 years of municipal or public service experience is preferred, or a combination of public and private related experience.

