

# TOWNSHIP MANAGER JOB DESCRIPTION

## Township of Salisbury, Lehigh County, Pennsylvania

**Position Title:** Township Manager  
**Department:** Administration  
**Reports To:** Board of Commissioners  
**FLSA Status:** Exempt

### **General Statement of Duties:**

This is a high-level managerial position responsible for the overall management of the Township, serving as the central point of contact among officials, staff and the community to foster a positive, progressive and accessible environment. The position is directly responsible to the Board of Commissioners and provides for continuity of operations through changes in Board membership.

### **Required knowledge, skills, abilities, training and experience:**

- Extensive knowledge of present-day concepts and principles in the field of public administration;
- Extensive knowledge of municipal operations and applicable regulations and laws, budget management, zoning and Township ordinances;
- Extensive knowledge of fiscal policies and procedures as they apply to municipal finance administration;
- Thorough knowledge of the operation of a central purchasing system;
- Thorough knowledge of supervisory methods and practices;
- Thorough knowledge of public personnel principles;
- Considerable supervisory and managerial experience and skills in the area of Municipal Administration;
- Ability to plan, organize and direct the programs and activities of a municipality and to supervise a staff of professional and non-professional personnel;
- High degree of political awareness, diplomacy and confidentiality;
- Ability to be bonded;
- Excellent management and relationship skills; strong interpersonal, negotiating and problem-solving skills; strong communication skills and ability to effectively address large gatherings;
- Demonstrated excellence in both research and writing skills;
- Considerable computer and network skills and knowledge;
- Minimum of five years' experience in public administration and municipal government with a bachelor's degree in this or related field or comparable work experience; strong executive and administrative background and proven track record in municipal management.

## **Essential Functions:**

- Responsible for overall direction of interpretation of the Township Ordinances in accordance with the First-Class Township Code;
- Responsible for overall direction, administration and supervision of planning, central purchasing, general services and public relations;
- Responsible for the administration, supervision, and review of personnel needs, office space and equipment, adherence to budgetary requirements, policies, and regulations of the various departments;
- Formulate, implement and adhere to all policies, procedures, rules and regulations concerning the administration of a municipal government;
- Plan, organize and administer all programs under the jurisdiction of the Township;
- Develop and implement a viable public relations program;
- Oversee the Township's solid waste and recycling programs;
- Maintain and oversee the Township's purchasing system;
- Maintain knowledge of existing and changing legislative requirements for general operations and provide options and recommendations to the Board of Commissioners for the adoption of such measures as may be advisable for the continued development and well-being of the Township;
- Report regularly to the Board of Commissioners the conduct of Township affairs, answering questions and providing necessary information;
- Attend all Board of Commissioners meetings; responsible for minutes and records of meetings;
- Prepares agendas for Board of Commissioners meetings and provides pertinent facts for agenda items;
- Receive general direction from Township Commissioners through meetings and policy directives; produce other reports on subjects as required by the Board of Commissioners;
- Manage Township staff and resources in a manner that is, when practicable, resident- and business-friendly by dealing conscientiously, fairly and diplomatically with public requests and concerns;
- Manage all complaints, concerns and comments regarding services or personnel of the Township; investigate and follow up on such complaints and report thereon to the Board of Commissioners any complaints deemed pertinent to the operations of the Township;
- Responsible for managing personnel records, including performance of employees, recommendations for promotions or reassignments, suspensions or terminations, all in accordance with applicable collective bargaining agreements and laws;
- Participate in collective bargaining and labor negotiations;
- Provide guidance to department heads in accomplishing their administrative functions; develop departmental plans in the fields of finance, personnel, purchasing, training and other municipal services;
- Coordinate interdepartmental projects to maintain consistency of service;
- Attend to the negotiation and letting of contracts in due form of law, subject to the approval of the Board of Commissioners, and supervise the performance and faithful execution of same;
- Oversee preparation of Township budget and review departmental budgets to ensure they are in accordance with established budgetary policies, practices and principles;
- Administer approved budget, keeping Board of Commissioners fully advised at all times as to the ongoing financial condition and needs of the Township;
- Oversee management of Township funds and ensure funds are properly invested to provide an appropriate return and liquidity;

- Assure that all monies owed the Township are promptly paid and proper proceedings are taken for the security and collection of all Township claims;
- Develop and establish training programs for employees;
- Employ and coordinate the efficient use of all contracted services and experts, including legal, engineering, auditing, insurance and other consultants;
- Research and analyze issues using any variety of statistical and non-statistical techniques and methods;
- Function as key contact on inquiries to the Township, including those from federal, state and county officials, businesses and residents.

**Additional Duties and Responsibilities:**

- Assist all Department Heads as needed;
- Conduct various types of risk assessment surveys;
- Conduct and participate in various community relations activities;
- Promote and oversee miscellaneous intergovernmental relations and ongoing projects;
- Perform other such duties as may be required by ordinance or by direction of the Board of Commissioners.

**Physical/Mental Demands:**

See attached checklist

**Equipment:**

- Various document-producing and financial equipment and software (including but not limited to Microsoft Office Suite, Word, Excel, PowerPoint, Access)
- Personal Computer
- Network Computer/Server
- Scanner
- Copy Machine
- Fax Machine
- Telephone System

## PHYSICAL DEMANDS

**JOB TITLE: TOWNSHIP MANAGER**

**NOTE:** In terms of an 8 hour workday: "Occasionally" equals 1% to 33%, "Frequently" equals 34% to 66%, "Continuously" equals 67% to 100% of the time.

I. In an 8 hour workday, this job requires the physical ability to: (Please circle maximum capability for each activity)

**TOTAL AT ONE TIME**

A) Sit	1	②	3	4	5	6	7	8 Hours
B) Stand	1	②	3	4	5	6	7	8 Hours
C) Walk	①	2	3	4	5	6	7	8 Hours

**TOTAL DURING AN ENTIRE 8 HOUR WORK DAY**

A) Sit	1	②	3	4	5	6	7	8 Hours
B) Stand	1	2	③	4	5	6	7	8 Hours
C) Walk	1	2	③	4	5	6	7	8 Hours

II. Job requires the physical ability to LIFT:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Up to 10 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B) 11-20 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C) 21-30 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) 31-40 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E) 41-50 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) 51-100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to CARRY:

A) Up to 10 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B) 11-20 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C) 21-30 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) 31-40 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E) 41-50 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) 51-100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Job requires the physical ability to use hands for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B) Left	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

V. Job requires the physical ability to function in activities involving:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B) Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C) Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E) Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) Driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G) Unprotected heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H) Being around moving machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I) Exposure to marked changes in temperature & humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J) Exposure to dust, fumes & gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## MENTAL DEMANDS

JOB TITLE: TOWNSHIP MANAGER

**NOTE:** All boxes (☐) do NOT have to be marked if the job description does not require a specific level of REASONING or MENTAL ability.

I. This job requires the following levels of REASONING ABILITY:

Excellent	Average	Poor	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to apply common sense understanding to carry out simple one- or two-step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phrases. Deal with a variety of abstract and concrete variables. Apprehend the most abstruse classes of concepts.

II. This job requires the following levels of MENTAL ABILITY:

Excellent	Average	Poor	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to set realistic goals.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to exercise courtesy and tact when dealing with others.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to maintain acceptable attendance standards.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to accurately complete administrative forms.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to carry out job duties with or without supervision.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to adhere to personnel policies and procedures.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to carry out job duties without posing a direct threat to the health or safety of him/herself or others.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to maintain socially appropriate behavior.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to work in coordination with others.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to request assistance when appropriate.