



## **LOWER PROVIDENCE TOWNSHIP JOB DESCRIPTION**

**Job Title: Assistant Township Manager**  
**Department: Administration**  
**Reports to: Township Manager**

**Date: May 19, 2023**  
**Status: Full Time, Exempt**

*(First review of applicants on 06/02/2023, position will remain open until filled)*

### **POSITION SUMMARY:**

The Assistant Township Manager shall be responsible for assisting in the administration, direction and supervision of all departments and other 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.

The Assistant Manager is further responsible for supporting the Township Manager in coordinating staff services in special management, research, planning, and development projects. The Assistant Manager will help the Township Manager in interfacing the efforts of all department and official boards, agencies, commissions of the Township to effectively communicate with the public and to promote efficient service delivery, which includes attendance at daytime, evening, and occasional weekend meetings, or events.

### **SUPERVISION RECEIVED:**

Reports To: Township Manager

### **ESSENTIAL 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-range objectives.
- Supervises and assists Department Heads on administrative and technical problems and procedures in assigned areas.
- Assists in special programs funded by inter-governmental revenues; prepares necessary documentation; confers with officials of other governmental levels; provides local liaison and inter-departmental administration; reviews progress and takes necessary actions to overcome problems.
- Responsible for the management of a comprehensive grant program, all bidding procedures for municipal purchases, the Township trash and recycling collection program, and the traffic signal and street light maintenance programs.
- 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.
- Serves as the liaison to the Environmental Advisory Board, assists board and commission Chairs with the preparation of meeting agendas, attends all meetings, and posts meeting materials in accordance with Sunshine Act requirements.

## **ESSENTIAL FUNCTIONS:** (continued)

- Responsible for the management of the municipal sustainability programs.
- Assists in collection and preparation of financial data necessary for the assembly of the Township Budget.
- Assists in the oversight of the Township MS4 Program, annual MS4 report and stormwater management projects.
- Prepares and assists in the preparation of contract negotiations, public bids, RFQs/RFPs, capital purchases, and the coordination of any high-level purchases and/or expenditures.
- Assists Finance Director in budget analysis and financial forecasting and providing financial reports to the Township Manager and Board of Supervisors.
- Works with third-party contractors to ensure that outsource services are functioning appropriately. Periodically reviews contracts to identify efficiencies and cost savings.
- Assists in the research, development, and administration of personnel policies and programs, including employment, labor relations, compensation, training, benefits, and employees' services.
- Assists in general personnel administration, including training of supervisory and administrative personnel, evaluation of benefit and compensation program.
- Conducts yearly performance reviews.

## **JOB STANDARDS:** (Minimum qualifications needed to perform essential functions)

- General understanding of duties and responsibilities of various township departments 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.
- Knowledge of principles and practices of public administration.
- Knowledge of both fiscal and personnel policies and procedures as they apply to municipal and financial administration respectively.
- Knowledge of the land development process and PA Municipalities Planning Code.
- Knowledge of the effective use [of equipment] of modern information systems in an office environment.
- Knowledge of current developments and trends in municipal management and inter-governmental relations.
- Ability to supervise and direct office and union 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; provides local liaison and inter-departmental administration; reviews progress and takes necessary actions to overcome problems.
- Ability to manage and coordinate activities of a multi-departmental municipal government.
- 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.

**JOB LOCATION:** (Place where work is performed)

This position is mainly located at the Lower Providence Township Municipal Building, although there may be occasional traveling off site to various sites within and outside the Township.

**QUALIFICATIONS:**

- Requirements include a bachelor's degree (master's degree preferred) from an accredited institution in public administration, public policy, business, or related field.
- 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, GIS knowledge helpful, and additional programs as needed.
- A valid Driver's License is required.
- Supervisory experience at all levels (office and union personnel) preferred.

**PHYSICAL REQUIREMENTS:**

- 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.

*This Job Description is designed to accurately reflect job duties. However, it may not be all inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal laws that do not cause an undue hardship.*

Applicants should submit cover letter, resume and salary expectations in one document to Human Resources at [HR@lowerprovidence.org](mailto:HR@lowerprovidence.org)

This position is open until filled, with the first review of applicants no later than **June 2, 2023.**