



West Pikeland Township

1645 Art School Road, Chester Springs PA 19425

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POSITION DESCRIPTION

TOWNSHIP MANAGER

REPORTS TO: BOARD OF SUPERVISORS

Function:

The Township Manager serves as the chief executive officer of the Township. Following policy of the Board of Supervisors, manages the day-to-day operations of the Township and is responsible for all matters that encompass the Township business, including but not limited to: finance; personnel matters; employee benefit programs; insurance; Township property including buildings, public relations, and municipal programs and services. The Township Manager works with the Board of Supervisors to develop policies, programs and procedures to manage the Township and works with department heads and staff to implement and develop those policies, programs and procedures into the various services that are provided by the Township.

Relationships:

The Township Manager reports to the Board of Supervisors. The Township Manager serves as an ex-officio and liaison to all Boards and Commissions of the Township. The Township Manager supervises and works with all department heads and through those department heads, all employees of the Township. The Township Manager oversees the development and encouragement of volunteers who serve on various Township Boards and Commissions.

Responsibilities:

1. Functions as Manager of the Township, supervising staff, contractors, consultants and volunteers.
2. Provides guidance for development and implementation of all Township policies and written procedures.
3. Prepares agendas for meetings of the Board of Supervisors and provides reports and other information for committees.
4. Serves as chief administrative officer of the Township.
5. Serves as chief administrator for personnel matters with concurrence of the Board of Supervisors.
6. Prepares the budget and provides continuing oversight of the budget and other financial matters of the Township.

7. Acts as chief spokesman for the Township at the request of the Board of Supervisors.
8. Assures protection of municipal assets, including real property, through security procedures and indemnification.
9. Keeps informed of developments within municipal fields and among local government organizations.
10. Assures the municipality of continuity and completeness of major initiatives and projects.

Qualifications:

1. Personal commitment to the Township's ideals and goals coupled with knowledge of local government and particularly, local government in Pennsylvania.
2. Proven experience in management of a municipality or equivalent experience.
3. Experience in developing and managing a municipal budget or equivalent experience.
4. A demonstrated capacity to involve and motivate staff members, volunteers, community leaders and peers in shared endeavors and values.
5. Ability to think strategically, tactically and creatively.
6. Proven ability to listen, write and speak well.
7. A high level of personal and professional integrity and discretion.
8. A bachelor's degree at minimum, with a graduate degree in public administration or business.
9. Ability to devote such time as may be required to perform the functions of the Township and maintain regular office hours.
10. Commitment to continue to gain knowledge and education to enhance professional skills.