



West Pikeland Township

POSITION DESCRIPTION

Current as of: Jan '26

Title: Township Manager

Department: Administration

Reports To: Board of Supervisors

Supervises: All Township employees and department heads as authorized by law and ordinance

Employment Status: Full-Time

Statutory Authority and Appointment

The office of Township Manager is created pursuant to **Section 1501 of the Second Class Township Code (53 P.S. § 66301)**. The Township Manager is appointed by the Board of Supervisors and serves at the pleasure of the Board, **subject to any contractual rights arising under a duly authorized employment agreement** in accordance with the Second Class Township Code.

The Township Manager shall serve as the **Chief Administrative Officer** of the Township and shall be responsible to the Board of Supervisors for the proper and efficient administration of all Township affairs placed in the Manager's charge by statute, ordinance, resolution, or directive of the Board.

Position Summary

The Township Manager is the principal administrative officer of the Township and is responsible for the **general supervision and management of Township business**, excluding matters reserved by law to the Board of Supervisors or other elected officials.

The Township Manager acts under the **direction and control of the Board of Supervisors** and shall carry out the policies, resolutions, ordinances, and directives of the Board. The Manager shall coordinate the activities of Township departments, employees, boards, commissions, and consultants to ensure efficient and lawful municipal operations.

Powers and Duties

(Consistent with 53 P.S. § 66302 and related provisions)

The powers and duties of the Township Manager shall include, but are not limited to, the following:

Administration and Oversight

1. Serve as **Chief Administrative Officer** of the Township, supervising the administration of all Township affairs placed in the Manager's charge.
2. Supervise all Township departments and employees, including police and public works, **except as otherwise provided by law**, and ensure proper performance of duties.
3. Coordinate the work of Township officers, employees, boards, commissions, committees, contractors, and consultants.

Board Relations and Meetings

4. Attend all meetings of the Board of Supervisors and such committee meetings as the Board deems appropriate; participate in discussions but **have no vote**.
5. Receive notice of all regular and special meetings of the Board of Supervisors and its committees.
6. Prepare agendas for meetings of the Board of Supervisors and supply supporting materials and recommendations.
7. Keep the Board of Supervisors fully informed as to the conduct of Township affairs and submit reports as requested.

Policy Implementation and Reporting

8. Carry out and enforce ordinances, resolutions, policies, and directives of the Board of Supervisors.
9. Submit to the Board of Supervisors an **annual report** following the close of the fiscal year detailing administrative activities under the Manager's supervision.
10. Make recommendations to the Board of Supervisors concerning Township operations, policies, and procedures.

Financial Administration

11. Prepare the **annual Township budget** for submission to the Board of Supervisors and oversee budget administration once adopted.
12. Supervise Township purchasing, contracting, and fiscal controls in accordance with the Second Class Township Code, ordinances, and Board policy.
13. Let contracts and supervise their execution when authorized, except where such duties are imposed upon another official by law.
14. Make necessary purchases on behalf of the Township within limits established by ordinance or resolution of the Board, subject to ratification where required.

Personnel Administration

15. Serve as the chief administrative officer for personnel matters, **subject to the authority of the Board of Supervisors** and applicable law.
16. Arrange for the recruitment, selection, appointment, evaluation, and discipline of Township employees.
17. Make recommendations to the Board of Supervisors regarding hiring, compensation, promotion, and termination of employees.
18. Terminate Township employees when authorized by ordinance or resolution, subject to confirmation by the Board of Supervisors and applicable law.

Complaints, Risk, and Assets

19. Receive, investigate, and respond to complaints regarding Township services or personnel and report findings to the Board of Supervisors.
20. Assure the protection and proper use of Township property, facilities, and assets.
21. Coordinate insurance coverage, bonding, and risk management measures for the Township.

Liaison and External Relations

22. Act as chief liaison between the Board of Supervisors and Township boards, commissions, and agencies, including but not limited to the Planning Commission and HARB.
23. Serve as liaison to Township consultants and professionals, including the Township Solicitor, Engineer(s), and Auditors.
24. Represent the Township in intergovernmental relations such as Emergency Services, with county, state, and other governmental entities as directed by the Board.
25. Identify and pursue grant opportunities consistent with Board policy.

Qualifications

1. Thorough knowledge of the **Second Class Township Code** and Pennsylvania municipal law.
2. Demonstrated executive or administrative experience in municipal government or comparable public-sector management.
3. Comprehensive knowledge of:
 - o Public administration and municipal management
 - o Local government finance and budgeting
 - o Grant research and writing
 - o Municipal planning, zoning, and land use
 - o Public works operations and infrastructure management
 - o Police administration
4. Ability to plan, organize, and direct complex municipal operations.

5. Demonstrated leadership, communication, and interpersonal skills.
6. High standards of professional ethics, integrity, and discretion.
7. Bachelor's degree required; graduate degree in public administration, business administration, or a related field preferred.
8. Commitment to continuing education and professional development.

Conditions of Employment

- The Township Manager shall provide a **bond in the amount established by ordinance or resolution** prior to assuming duties.
- Compensation and benefits shall be fixed by resolution of the Board of Supervisors.
- Township residency is **not required**.
- The Township Manager shall devote such time as necessary to fulfill the duties of the office and maintain regular office hours.
