

# Harrison Township Job Description

## Position: Township Manager

---

### Position Purpose:

Township Manager is the chief administrative officer of the Township and is responsible to the Board of Commissioners for the proper administration of all Township affairs. The Township Manager is the key to efficient and effective delivery of municipal services and will facilitate strategic plans, both short and long term. The Township Manager will provide role modelling with a well-articulated vision, strong leadership, self-motivation, and a commitment to accomplish goals in a team setting.

### Essential Functions:

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

#### General Government:

- Administers the day-to-day operations of the Township government, delegating responsibility and authority for performance of assigned functions to Township staff.
- Provides the strategic leadership in preparing short term and long term Township objectives and makes recommendations to the Board of Commissioners.
- Prepares plans and programs for attainment of objectives as approved by the Board of Commissioners.
- Establishes priorities of projects to meet objectives as approved by the Board of Commissioners and program expenditures based on approved budgets.
- Prepares agendas and provides all necessary information for Board of Commissioner meetings.
- Serves as liaison between the Board of Commissioners and all Township Authorities, Commissions, Boards, and Committees to assure appropriate information and resources are available and attends meetings when necessary.
- Attends public meetings as needed to represent Harrison Township.
- Performs other duties as assigned by the Board of Commissioners.

#### Human Resources:

- Recommends Township personnel policies, procedures, and programs to the Board of Commissioners and administers those personnel policies, procedures, and programs as established by the Board of Commissioners.

- Assures effective recruitment, training, evaluation and promotion of all Township employees.
- Promotes a work environment that is conducive to operational collaboration, transparency, and quality assurance throughout the entire organization.
- Reviews applications and conducts interviews of prospective Township employees in coordination with appropriate managers and submits hiring recommendations to the Board of Commissioners.
- Provides leadership and direct supervision of Zoning & Ordinance Department Supervisor, Public Works Superintendent, Police Chief, and Township Secretary.
- Provides the lead responsibility for managing the labor agreements and contract negotiations in collaboration with the Township's labor attorney's, Police Chief, and Superintendent of Public Works.
- Ensures that all Township staff possess the necessary training to effectively perform the functions of their jobs within generally accepted practices.
- Conducts performance evaluations for those employees designated by the Board of Commissioners.
- Hires, suspends or removes all Township employees, upon approval of Board of Commissioners, provided that persons covered by collective bargaining agreements shall be hired, suspended or removed in accordance with such provisions.

Federal, State, County:

- Originates and maintains contacts with appropriate Federal, State, and County agencies, and other organizations, with whom the Township conducts business.
- Maintains an awareness of relevant Federal, State, and County regulations and requirements.
- Completes all required reports in collaboration with department managers for Federal, State, and County agencies.

Community:

- Maintains active public relations contacts with Township residents and working relationship with neighborhood committees and community organizations.
- Serves as contact with current, and potential, Township businesses and land developers to maintain affirmative public/private relationship.

Budget, Contracts, Grants:

- Prepares and submits the Township's annual budget and capital improvement plan to the Board of Commissioners for review and approval.

- Advises the Board of Commissioners of the financial conditions and future needs of the Township and makes recommendations for actions to secure the financial condition and integrity of the Township's finances.
- Coordinates Township's budget and financial reports with contracted Township auditor.
- Prepares specifications and bid proposals in coordination with Township Solicitor and Engineer for all Township projects.
- Supervises performance and faithful execution of all contracts let by the Township.
- Serves as purchasing officer of the Township.
- Maintains systematic, complete accurate records of department activities, services, personnel, and property.
- Collaborates with other staff for preparation of grant applications to government agencies, foundations, and businesses as appropriate in support of Township programmatic objectives.

**Education and Experience:**

Manager must have a Bachelor's Degree from an accredited four-year college or university, a Master of Public Administration or equivalent degree is preferred, plus five years of progressive municipal management or experience in a related field. Manager must demonstrate effective verbal and written communications, strong financial and budgeting skills, strategic thinking and collaborative team building, progressive human resource leadership, knowledge of municipality governance and operational requirements, and advanced computer software skills.

**Primary Qualities for Harrison Township Manager:**

- Demonstrates ability to get results through effective and efficient verbal and written communications.
- Demonstrates strong financial and budgeting management skills.
- Demonstrates knowledge of municipality governance, operational requirements, and regional support resources.
- Demonstrates strategic thinking and collaborative team building, creating a shared vision with others, and acting as a catalyst for organizational change.
- Demonstrates progressive human resource leadership which includes provision of honest feedback and effective resolution of personnel issues.
- Demonstrates understanding and skills for community outreach and accountability.
- Demonstrates advanced computer software skills, primarily Microsoft Office suite.

*Revised 7-6-18*