

# Township of Shaler

## Job Description

### Assistant Township Manager

General Purpose: The Assistant Township Manager performs a variety of complex professional and management level administrative duties that sustain the general management of the Township. The Assistant Manager will focus on all Township functions, project management and supporting all Departments as assigned by the Township Manager (Manager). This includes technical, professional, and administrative work assigned by the Manager.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Demonstrate the ability to lead, manage, and coordinate complex professional and administrative activities within the structure of the Township government.
- Assist the Board of Commissioners in understanding the issues before them.
- Delegate appropriate levels of authority to others while engendering a spirit of collaboration with the departments in a sometime stressful environment.
- Have thorough knowledge of the Pennsylvania First Class Township Code, the Code of the Township of Shaler, and the Municipalities Planning Code
- Possess basic knowledge of the common rules, regulations, policies and practices within the municipal/ local government, public works sector.
- Be familiar with the community- residents, streets, locations, merchants, companies, history- within Shaler Township.
- Oversee and contribute to the Township's newsletter/public relations communications.
- Manage and oversee the Township's electronic presentation applications such as Zoom and Teams for various meetings.
- Ensure that web and social media content is posted and updated routinely.
- Interact with state regulatory agencies such as PennDOT, DEP, DCNR, DCED and regional governmental entities such as authorities and Councils of Government.
- Establish relationships and communicate effectively, both orally and in writing, with the Board of Commissioners, other municipal officials, staff, employees and residents.
- Successfully function as a key Township's representative within and outside the community.
- Apply working knowledge of collective bargaining agreements, grievance procedures and the basic tenets of personnel management.

- Be skilled in analyzing a situation, accessing alternative solutions, and recommending an effective course of action to the Manager and Board of Commissioners.
- Establish high standards for employees; articulates common goals and expectations.
- Be familiar with the workings and requirements of state and federal grants.
- Understand and be familiar with governmental financial reporting and management/oversight.
- Act in the capacity of the Manager when assigned.
- Perform other duties as assigned or directed.

## **MIMIMUM QUALIFICATIONS:**

### **Education and Experience:**

- Possession of a Bachelor's degree in Public Administration, Business Administration, Management, Engineering, Planning, or other related field acceptable to the Manager and Board, from an accredited college or university. The Manager and Board may deem that a relevant Master's or Law Degree may substitute for one year's management and administrative experience at its discretion.
- Demonstrated relevant municipal managerial and administrative experience or business/not-for-profit managerial and administrative experience, which shall include at least six (6) or more years in municipal management, three (3) years of which shall be, at a minimum, Department Head level and preferably three (3) years as a Manager or Assistant Manager or experience, preferably management experience, deemed similar and related by the Manager and Board.
- Must have a valid, current PA driver's license.
- Must be a United States citizen.

### **Necessary Abilities, Knowledge, and Skills:**

- Ability to assist the Board of Commissioners in understanding the issues before them.
- Ability to delegate appropriate levels of authority to others while engendering a spirit of collaboration with the departments in a sometime stressful environment.
- Ability to interact positively with interact with others inside and outside the Shaler organization.
- Knowledge of Township organization, operations, policies and procedures.
- Knowledge of legal, ethical and professional rules of conduct.
- Knowledge of the principles and practices of municipal finance and records management, including grant program administration
- Knowledge of the principles and practices of personnel administration, personnel files and records management.
- Knowledge of customer service principles and methods.

- Skill in analyzing complex financial issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in interpreting, understanding and applying applicable Federal rules and regulations, and Township policies and procedures.
- Skill in analyzing and interpreting financial documents.
- Skill in effective communication, both verbal and writing
- Skill in establishing effective working relations with other Township staff.
- Skill in operating a personal computer utilizing a variety of software packages.
- Skill in drafting grant applications.
- Ability to recognize sensitive and discretionary information and maintain confidentiality.
- Capable of performing multiple tasks simultaneously in a busy office environment.

**Special Requirements:**

- Motorized vehicles
- Computer technology, peripherals, and software applications.
- Working knowledge of Microsoft Office and various web applications.

**Physical Demands/Work Environment:**

- Professional office environment requiring interaction with the public, Township officials, and Township employees.
- Work is performed in both office and outdoor settings.
- Outdoor work required in the inspection and supervision of construction sites or public facilities.
- Hand-eye coordination is necessary to operate computers and various office equipment.
- Employee will often work in outside weather conditions.
- Employee will occasionally work near moving mechanical parts and walk on uneven and irregular surfaces and steep grades.
- Employee is occasionally exposed to wet, humid conditions, fumes, or airborne particles, and inclement weather.
- Noise in the office is quiet to moderate; however, noise on construction sites can be loud depending on the work being performed.

**Other Considerations:**

This position typically supervises or assists the Manager in supervising all Department Heads. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*