

Municipal Manager

The Municipal Manager serves as the chief administrative officer of the Township operating under the direction and supervision of the Township Council, the Controller and other public governing boards and bodies.

Examples of Duties and Responsibilities:

- Supervise work of subordinate employees, direct employee testing and makes all hiring decisions, subject to Council approval.
- Suspend and discharge subordinate personnel when necessary.
- Prepare the necessary Township budgets, direct purchasing and prepares the five year capital improvement program and budget.
- Prepare and draft ordinances and resolutions as required.
- Report on various Township operations and affairs.
- Serve as the Deputy Emergency Management Coordinator.
- Answer citizens' complaints, develop solutions that satisfy all parties involved.
- Supervise all Township accounting, investments and other financial records.
- Serve as the principal negotiator with employee labor unions.
- Attend all meetings of Council as Township Secretary as well as Manager and advise on Township needs.
- Function as the chief administrative officer overseeing the Township's employee pension plans.
- Serve as the liaison representative between the Township and other Federal, State, County and Local governmental units.
- Preserve order in the municipality.
- Provide concise reports to the Controller and Council.
- Perform related work as required.

Knowledge, Skills and Abilities:

- Thorough knowledge of:
 - Municipal administrative procedures, including budgeting, accounting, personnel principles and other related tasks.
- Ability to:
 - Plan, organize, direct and implement activities and/or policies of the Township on a daily basis.
 - Investigate problems in a straightforward manner.
 - Draw reasonable conclusions from a set of facts and present conclusions in concise written reports.
 - Speak clearly and effectively to present ideas to large groups.
 - Deal effectively and courteously with subordinates, Township commissions, citizens and the general public.
 - Design, promote, implement and evaluate Township programs/services so as to suit the needs of the community.
 - Plan strategically on both a short and long-term basis.

Qualifications:

- A Master's degree in Public Administration from an accredited graduate school and five (5) years' experience as a Chief Administrator; or
- Graduation from an accredited four (4) year college with a degree in Public Administration, Business Administration, Engineering or related field and ten (10) years' experience as a Chief Administrator; or
- Graduation from an accredited four (4) year college with a degree in Public Administration or related field, and ten (10) years' experience as head of a municipal department involving administrative responsibilities.

Position Status: Active

Departmental Responsibilities

The Department of Administration shall be responsible for all activities relating to, without limitation, the following functions:

- Labor relations and negotiations.
- Public relations programs.
- Community group and service liaison.
- Intergovernmental relations and contracts.
- Office management.
- Record maintenance and retrieval.
- Coordination of departmental operations.
- In-service training programs and personnel administration.
- Coordination of grant applications.
- Staff assistance to boards and commissions.
- Project(s) management and/or oversight control.
- Risk management.
- Budget preparation.
- Develop "Request for Proposals" (RFP) as needed for various tasks and/or functions.
- Strategic Planning.
- Assist other departments with duties and responsibilities as needed.
- Supervision over Information Technology related work assignments.
- System support functions, software/hardware upgrades and systems programming.
- Website management.
- Cable (CATV-EG) channel programming.