



## **JOB DESCRIPTION**

TITLE: Assistant Township Manager  
DEPARTMENT: Administration

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**REPORTS TO:** Township Manager  
**EEO JOB CATEGORY:** Professional  
**DATE JOB DESCRIPTION COMPLETED:** January 21, 2016  
**REPLACES JOB DESCRIPTION DATED:** New Job Description

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**PURPOSE OF THIS POSITION:** This is a high level supervisory position of considerable difficulty which reports directly to the Township Manager with the ability to interact well with all Department Heads, Staff, Elected Officials, Residents, the Business Community, Boards, Commissions and Committees. This individual is responsible for supervising, directing and monitoring the Township's day-to-day operations; implementing and managing the township's Information Technology Department; researching, planning and developing goals to enhance Township Operations; writing and administering grants; assisting in the preparation of the Operating and Capital Budget; Administer and manage personnel issues; attending Township Meetings; serve as Township liaison to assigned Boards, Commissions and Committees; assuming the responsibilities of the Township Manager in his/her absence.

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**TYPICAL EXAMPLES OF WORK:** This job description is designed to accurately reflect job duties. **However, it may not be all-inclusive and other job related duties might be required as assigned:**

- Assists Township Manager with the formulation, implementation, review and control of the policies, procedures and regulations regarding the administration of the Township.
- Assures that assignments, directions and projects are completed in a timely and professional manner.
- Represents the Township at meetings with various Boards, Committees, Community Meetings, including interacting with County and State Agencies.
- Performs designated roles and responsibilities of the Township Manager in his/her absence.

- Develops and maintains a database of Information Technology (IT) for planning purposes.
- Serves as the primary staff liaison to consultants responsible for maintenance and upkeep of the Township's IT hardware and software applications.
- Coordinates the community information functions of the Township through printed materials, website management and social media outlets.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the Municipal Management Field.
- Conducts research into policy and operational options and makes recommendations on policy, procedures and programs.
- Reviews and approves financial transactions such as purchases, payments and budget transfers.
- Assists the Manager and Finance Director in developing the annual budget, including capital improvements and personnel requirements.
- Assist in the hiring process with department heads. Conducts interviews of job applicants and recommends appointments to the Manager.
- Participates in contract negotiations as a member of a negotiating team.
- Responsible for the administration of the Township Personnel Manual.
- Reviews personnel actions such as promotions, discipline, vacation, time worked, sick leave and all other policies and procedures.
- Attends Board of Supervisors meetings and committee meetings (as assigned).
- Attendance at evening meetings is required.
- Some additional evening and weekend work will be required with this position.
- Researches, plans and develops special projects and new programs as assigned by the Township Manager.
- Prepares reports for the Board of Supervisors at the direction of the Township Manager.
- Locates and prepares all necessary documentation for grant applications. Manages any awarded grants from inception to completion to successfully secure all funds awarded.
- Investigate, respond, follow-up and prepare report on service requests or complaints filed by constituents in person, over the phone or through email.
- Manage the Township's single-hauler trash contract.
- Any other essential job duties as assigned by Township Manager

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**NECESSARY OCCUPATIONAL TRAITS:**

**Knowledge:** Thorough knowledge, skills and ability in all phases of the Administration of a full-service municipal government including but not limited to IT, human resources, finance, budgeting, labor relations.

**Skills:** Demonstrated leadership experience or skills; ability to exercise good judgement and tact when responding to Township residents and commercial constituent inquiries; ability to learn new concepts and ideas concerning local government; proficient computer knowledge and skills in Microsoft Office including Sharepoint along with general knowledge of financial software systems and GIS (geographic information system).

**Abilities:** Thorough ability to establish and maintain an effective working relationship with the Manager. Ability to effectively organize, complete and evaluate technical assignments. Ability to exercises good judgment, courtesy and tact in dealing with the public, associates and township officials. Ability to effectively communicate both orally and in written form with a variety of people.

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#### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Minimum 3-5 years of progressive, municipal experience in a municipality of similar size and complexity or related field with proven supervisory experience.
- A Bachelor's Degree preferably in Public Administration is required; Master's Degree in Public Administration is preferred.
- Any equivalent of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.

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#### **SPECIAL QUALIFICATIONS REQUIRED (Licenses, Certifications, and Registrations):**

- Valid driver's license
- Considerable working knowledge of Microsoft Office: Word, Excel, Outlook, Power Point, Publisher, Access and Sharepoint.
- General knowledge of financial software systems and GIS.

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#### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

While performing the duties of this job, the employee will be required stand, sit, walk, and use his or her hands for grasping to operate office equipment or reach objects repetitively throughout the day. Also, the employee must be able to bend, stoop and occasionally required to push, pull, lift or move objects that weigh in excess of 30 lbs. While performing the essential duties of the position, the employee may be exposed to dust, noise and light.

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**GENERAL SIGN-OFF:**

Lower Gwynedd Township seeks a candidate with strong work ethic, positive attitude and desire to learn new skills. This is a full time position with excellent benefits and the salary will commensurate based on experience and qualifications. E-mail resume with past salary history, employment application, and three professional references to [cmcanally@lowergwynedd.org](mailto:cmcanally@lowergwynedd.org) or mail to Lower Gwynedd Township P.O. Box 625 1130 N. Bethlehem Pike, Spring House, PA 19477. Failure to submit all required information will disqualify potential candidates.

The employee is expected to adhere to all Township Policies in the LGT Personnel Policies and Procedures while employed. The above statements are intended to describe the general nature and level work being performed by a person in this position. They are not intended as an exclusive list of all responsibilities, duties and skills required to perform the job.

I have read and understand the contents of this job description.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PRE-EMPLOYMENT BACKGROUND INFORMATION**

For any candidate be advised that any acceptance of this or any position with Lower Gwynedd Township is with the understanding that the final appointment is contingent upon successful completion and passing of a criminal background investigation, drug and alcohol test, FBI Background check and physical. We will contact you as soon as all the background checks and pre-employment tests process have been completed. At that time, assuming successful completion of this process, we can determine the date when your employment will begin.

I have read and understand the pre-employment requirements for this position and agree to provide all necessary information including but not limited to driver's license and social security numbers, fingerprints and maiden (former) names I have been known as in the past.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_