

## JOB DESCRIPTION

UPPER GWYNEDD TOWNSHIP	POSITION TITLE:	Assistant Township Manager
DEPARTMENT: Administration	CLASSIFICATION:	Administrative/Exempt

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### GENERAL DEFINITION:

This is an administrative and supervisory position of considerable complexity assisting in the activities of the Township Manager. The Assistant Manager will be assigned work responsibilities by the Manager which will include special research projects concerning general Township activities and other duties as assigned. Work requires the exercise of independent judgment and the application of knowledge of municipal organizations and programs in meeting a wide variety of work problems involving public, intergovernmental and interdepartmental relations. Assignments are received from the Township Manager in the form of general outlines of desired results and the employee is expected to develop methods and routines. The employee will act as Township Manager, as assigned, in his/her absence.

The Assistant Manager will have the responsibility of administering and monitoring the subdivision and land development activities within the Township, in conjunction with Planning and Zoning Consultant. This includes acting as liaison with the Township Planning Commission in the Planning Directors absence and overseeing the Township Code Department.

Employee is further responsible for assisting the Township Manager in coordinating staff services in special management, research, planning, and development projects. Employee will assist the Township Manager in interfacing the efforts of all department and official boards, agencies, commissions of the Township to effectively communicate with the public and to promote efficient service delivery, which includes attendance at evening meetings.

Work requires the exercise of independent judgment and the application of considerable knowledge of municipal organization and programs in meeting a wide variety of work problems involving continual public, inter-governmental and inter-departmental relations.

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### SUPERVISION RECEIVED:

Under direct supervision of the Township Manager

### SUPERVISION EXERCISED:

Supervises the front office staff Zoning and Planning Department, the Director of Public works as well as all Departments in the absence of the Township Manager.

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### TYPICAL EXAMPLES OF WORK:

Administrative Duties:

Modified 8/2018

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## ASSISTANT TOWNSHIP MANAGER

Assists in the formulation and implementation of policies, procedures, rules and regulations concerning the administration of the Township

Represents the Township while attending various Board and community meetings, as well as when interacting with county and state agencies and local municipalities

Researches, plans and helps develop new programs that reflect changing conditions within the Township and to aid the Township Manager and Board of Commissioners in establishing accurate long-rang objectives.

Supervises and assists Department Heads on administrative and technical problems and procedures in assigned areas.

Assists in special programs funded by inter-governmental revenues; prepares necessary documentation; confers with officials of other governmental levels; provides local liaison and inter-departmental administration; reviews progress and takes necessary actions to overcome problems.

Responsible for the management of the Township website, social media, and other UGTV.

Establishes and maintains effective relationships by meeting with the public, elected officials, Township Employees, other governmental units and non-governmental organizations. Confers with individuals requesting service or making complaints in person, by telephone or through email. Investigates circumstances and prepares reports on disposition of complaints.

### Communication:

Maintains the Township website and all social media platforms

Reviews and approves all UGTV programs

Issues monthly electronic newsletter via the Township website

Reviews and approves all public outreach and communication efforts for all Township departments

### Budget and Finance:

Assists in collection and preparation of financial data necessary for the construction of Township budgets

Assists Director of Finance in budget analysis and financial forecasting and providing financial reports to the Township Manager and Board of Commissioners

### Personnel:

Assists in the development and administration of personnel policies and programs, including employment, labor relations, compensation, training, benefits, and employees' services

Assists in general personnel administration, including training of supervisory and administrative personnel, evaluation of benefit and compensation program

## NECESSARY OCCUPATIONAL TRAITS:

## Knowledge:

Knowledge of various departments and key personnel as well as their functions within the Township structure

Knowledge of the land development process, Municipal Planning Code as well as International Building Code.

Knowledge of operations and purposes of various civic and business organizations within the Township

Knowledge of principles and practices of Public Administration and local government.

Knowledge of fiscal and personnel policies and procedures as they apply to municipal and finance administration respectively

Knowledge of and experience with managerial principles and activities of a municipal government

Knowledge of the principles and practices of office management

Knowledge of the principles and practices and equipment of modern information systems and office management

Knowledge of current developments and trends in municipal management and inter-governmental relations

## Skills:

Skill in Emotional Intelligence

Skill in effective communications

Skill in utilizing computer software such as MS Office programs and additional programs as needed

## Abilities:

Ability to supervise and direct professional and non-professional personnel

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective relationships with the public, elected officials and Township employees

JOB DESCRIPTION

ASSISTANT TOWNSHIP MANAGER

Ability to manage and coordinate activities of a multi-departmental municipal government

Ability to research, write and edit statistical and financial information

Ability to carry out policy initiatives and engage in successful strategic planning

Ability to maintain administrative records and to accurately and expeditiously prepare reports and answer questions from records

Ability to coordinate and manage various projects in a timely and efficient manner

Ability to prepare correspondence and to perform office management details with referral to the Township Manager

Ability to research and develop administrative policies and practices

Ability to continue to learn new concepts and ideas concerning local government

Ability to exercise good judgment and tact in resolving complex problems

Ability to effectively organize, complete and evaluate technical assignments

Ability to sit and handle office implements frequently; repetitive fine manipulation

Ability to drive automotive equipment and withstand exposure to weather on occasion

JOB LOCATION (Place[s] where Work is Performed): Township Administration Building; various sites within and outside the Township

EQUIPMENT (Examples of Machines, Devices, Tools, etc. used in Job Performance): Telephone; computer; vehicle

MINIMUM EDUCATION, TRAINING AND EXPERIENCE DESIRED:

Requirements include a bachelor's degree (master's preferred) from an accredited institution in public administration, public policy or business and a minimum of three to five years' experience in local government administration. Experience in the administration of Codes and Land Development is preferred, along with a general aptitude for code administration. Supervisory experience preferred

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A valid Driver's License required.