

**NORTH HUNTINGDON TOWNSHIP
WESTMORELAND COUNTY, PENNSYLVANIA**

JOB DESCRIPTION

JOB TITLE: Assistant Township Manager

DEPARTMENT: Administration

STATUS: New Position

TERMS:

- (1) Full-time Daylight Shift
- (2) Salary position
- (3) At-will non-union employee

SUPERVISION: Township Manager

SUMMARY OF DUTIES

Performs high level administrative, technical and professional work in assisting the Township Manager in the direction and supervision of the administration of Township government.

SUPERVISION RECEIVED

Works under both the broad policy guidance and direct supervision of the Township Manager.

SUPERVISION EXERCISED

In the absence of the Township Manager, exercises supervision over all municipal employees either directly or through subordinate supervisors. Additionally, the Township Manager may assign various permanent and temporary supervisory duties to the Assistant Township Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides general assistance to the Township Manager, as required and assigned. May assist in researching policy-related matters, service delivery issues, and other areas of concern to the Township.

In the absence of the Township Manager, automatically manages and supervises all departments, agencies and offices of the Township to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status for subordinate employees.

Assists in directing the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the Township Manager and to the Board of Commissioners and department directors; makes presentations to councils, boards, commissions, civic groups and the general public, as directed.

Communicates official plans, policies and procedures to staff and the general public.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Sees that all laws and ordinances are faithfully and fairly adhered to.

Assists in the preparation of the preliminary annual Township budget.

Manages and coordinates various administrative programs, such as web page maintenance, cable television inquiry/complaint database, and insurance claim filing.

Attends all meetings of the Board at which attendance may be required by the Township Manager.

Assists the Township Manager in developing, administering, and managing various human resource programs including employee training, policy development and analysis, benefits administration, salary analysis, and record keeping.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and two (2) years of experience as a manager, assistant manager or department director, preferably in the public sector. Master's degree in applicable field preferred.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development;

(B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, municipal officials and the public; ability to efficiently and effectively administer a municipal government.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RECOMMENDED FOR APPROVAL BY:

**John M. Shepherd
Township Manager**

Date

**APPROVED BY THE BOARD OF COMMISSIONERS ON THIS _____ DAY OF
_____, 2005.**

**Thomas L. Kerber
President of the Board**

Date