

ROBESON TOWNSHIP MANAGER

This employee is responsible for directing the daily conduct of township business and implement the policies of the Board of Supervisors. Responsibilities include, but are not limited to;

- Maintaining township financial records
- Preparing financial reports
- Payment of financial obligations
- Ensuring the Board of Supervisors are regularly updated of the township's financial status
- Establish and maintain an environment where residents may have their matters addressed and either directly resolved or referred to other Township representatives.
- Act as a liaison with multiple Boards, personnel, other government officials, company representatives, and other parties as the need arises.

Duties

1. Direct the provision of township services such as road maintenance, utilities, recreation facilities land use controls, police protection.
2. Direct and supervise the work of other township employees. Hires, suspend, and discharge employees subject to approval of supervisors and in accordance with applicable laws.
3. Assist citizens by informing them of township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the official responsible.
4. Compile the agenda for supervisors' meetings and attend meetings to provide advice and information.
5. Conduct research on other municipal programs, ordinances, fee structures, etc. for use by supervisors in making decisions.
6. Receive revenue from tax collections, permit fees, fines and utility payments.
7. Direct the recording and deposit of funds in proper accounts. Manage investment of unused funds to township's best advantage.
8. Monitor and manage the operation of various state or federal grant projects or programs by explaining program operations to participants expending funds in accordance with the grant contract and maintaining records of project status and disposition of funds.
9. Purchase equipment and services as approved by the Board of Supervisors. Assuring that major purchases are advertised, bid upon, and awarded in accordance with law.

10. Pay bills and other obligations upon approval of supervisors, scheduling payments to the township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
11. Ensure that Plans for subdivision/land development are properly recorded and numbered at the Township. Make appropriate recommendations to township planning commission and zoning hearing board. Take necessary action to carry out commission and board recommendations.
12. Meet with employees and employee representatives to resolve grievances and to negotiate terms of collective bargaining agreements
13. Seek and submit other sources of funds such as grants, loans, credits, discounts etc., when appropriate.
14. Develop and implement administrative and operating procedures to meet township needs and carry out approved policies.
15. Prepare the annual budget for review by supervisors by summarizing past expenditures, estimating costs of future needs, computing expected revenues and organizing data into required reporting format.
16. Maintain payroll and benefit records for all township employees.
17. Periodically reconcile checking accounts, balance bookkeeping records, and assure the necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes.
18. Prepare fiscal reports for supervisors periodically and upon request.
19. Monitor insurance coverage to ensure that policies are applicable, renewed, new equipment covered, risks minimized, and best rates are obtained.
20. Prepare various reports as required by local, state and federal government and by insurance carriers.
21. Maintain other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
22. Perform other duties as assigned by supervisors.

Required Knowledge, Skills, and Abilities

Knowledge of the principles and practices of public administration.

Knowledge of fiscal policies and procedures applicable to municipal finance administration.

Knowledge of modern office practices and procedures.

An ability to effectively motivate and direct the activities of other employees, explain and justify township problems and needs to supervisors and deal conscientiously, fairly, and diplomatically with all public requests.

The ability to learn and apply all rules, regulations and laws under which township operations must be conducted.

Ability to work effectively with township officials, employees, other government officials, business associates and the public.

Ability to analyze municipal problems and to recommend workable solutions.

Ability to develop and set up procedures for the activities to be performed.

Ability to assemble, organize, and present status information from various source materials concerning the operation of township programs and procedures.

Ability to review information for compliance with specific administrative or procedural rules.

The ability to organize work in a manner that ensures smooth processing and efficiency, with accomplishment of priority items.

Ability to communicate effectively, orally and in writing.

Minimum Education and Experience

A bachelor's degree in public administration business administration or a related field and a minimum of three years of experience in the administration of a business or a public agency, or any equivalent combination of education and experience.

Personal Requirements

A sense of humor

Board of Supervisors Approval
Chairman



Date

Employee Signature

Date
