

EAST LAMPETER TOWNSHIP
POSITION DESCRIPTIONS

TITLE: ASSISTANT TOWNSHIP MANAGER
DEPARTMENT: ADMINISTRATION

GENERAL SUMMARY: Under direction from the Township Manager, provide support to accomplish the goals and mission of the Township; assist in the direction of professional staff in management of operations to ensure effective delivery of programs and services; serve as a secondary liaison to the Board of Supervisors and represent the Township Manager when authorized to do so by the Township Manager; assist in the management of personnel and labor relations activities; assist in the direction and planning for use of land and capital resources to make the Township an attractive place to live and work; assist in the development of intergovernmental relationships to further regional initiatives and community interests; assist with the development and operation of communication tools to keep the community informed regarding Township activities; serve as acting Township Manager whenever authorized to do so by the Township Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the Management of operations of Township offices and departments to support creation of efficiencies and high standards of service:
 - a. Assist the Township Manager and Township Department heads in the management and operations of major functional areas of the Township. Assist the Township Manager in providing administrative oversight, assistance and support to professional staff in direction of subordinate staff; assist in the communication of board policy and plans, assist in providing feedback and direction concerning goals, priorities and objectives; assist to provide for professional development; assist in the evaluation of job performance and the establishment of workplace policies to provide overall consistency in operations; assist to resolve workplace problems.
 - b. Assist the Township Manager in labor contracts with bargaining units; participate in meetings with bargaining unit representatives to review proposals; research developments in pension law and other labor issues when requested to do so; assist in the preparation of counter proposals when requested.
2. Provide administrative assistance in the areas of planning, budgeting, reporting and grants; examine operational priorities and analyze budget requests and sources of funding, oversee budget development process and forecasting; prepare and present outline and summary of budget and key components; monitor budget, including expenses and revenue collection; set parameters and administer monetary operational limits for various municipal programs; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time; develop investment strategies; assist in the presentation of budgets of all departments to the Board of Supervisors.
3. In the Township Manager's absence, Serve as primary liaison to the Township Board of Supervisors and Assistant Township Secretary under the PA Second Class Code; when directed by the Township Manager, meet with Township Supervisors during work sessions to present recommendations and reports, or participate in discussions concerning projects and policies; assist in the development of the agenda for Board meetings, attend meetings to provide advice and information, particularly on operational matters when requested; when directed by the Township Manager, provide leadership for liaison committees established

by the Board to oversee various departments, internal boards, commissions, and authorities of the Township, and external agencies providing specific services to the Township and its citizenry.

4. Communicate using various communication tools and methods with residents, business owners, developers, members of the media, and representatives of various agencies and organizations regarding ideas, concerns and questions; arrange for meetings to bring together various stakeholders and facilitate conversations to help solve problems, plan projects or move forward on various ideas in the development phase.
5. Perform related duties:
 - a. Visit Township project and private development sites and provide reports or other documentation to the Township Manager.
 - b. In the Township Manager's absence, Serve as Township Right to Know Officer under PA Right to Know Law
 - c. Assist in the evaluation of risk management needs of Township;
 - d. Assist in the comprehensive planning of Township programs and services based on Board direction and assessment of community wants and needs;
 - e. Resolve questions and complaints from Township citizens, or direct to appropriate staff person.
 - f. Assist the Township Manager in the role of the Township's essential spokesperson with news media; consult with appropriate staff person concerning major news releases or policy statements when requested by the Township Manager.
 - g. Perform official duties of Township Secretary in the Township Manager's absence: assist to ensure record of proceedings before the Board of Supervisors in the form of minutes; assist to ensure conformance with legal requirements established by the Township code; assist to ensure proper maintenance and preservation of official records.

JOB SPECIFICATIONS:

*indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of master's degree in public administration or related field.

Knowledge:

- Comprehensive knowledge of public administration principles and practices.
- Comprehensive knowledge of budgeting and finance.*
- Comprehensive knowledge of Township code, and state and federal laws affecting second class Townships.*
- Comprehensive knowledge of local ordinances and physical features of Township.*
- Comprehensive knowledge of government process and structure.
- Comprehensive knowledge of management theory and practice.

Skill:

- Negotiation
- Public Speaking
- Computer operation, including full range of office applications.

Abilities:

- Ability to navigate complex issues and share understanding with others
- Ability to inspire trust to ensure input is viewed as unbiased and accurate
- Ability to assist in the management of complex projects
- Ability to facilitate long range planning within a collaborative framework
- Ability to communicate effectively and persuasively in writing and orally
- Ability to build relationships to strengthen community partnerships
- Ability to promote accountability for completion of goals and objectives
- Ability to apply management and supervisory principles to solve practical, everyday problems
- Ability to establish effective relationships with employees, management staff, elected officials, members of the public, representatives of government regulatory agencies, vendors, and representatives of outside firms providing services for the Township
- Ability to prepare reports and present facts and ideas in a clear and organized fashion
- Ability to establish a cooperative atmosphere “one team thinking” among various work units
- Ability to effectively resolve complaints through proper investigation, mediation and/or action to correct problem
- Ability to work with abstract ideas and visualize possible applications in planning for future work projects
- Ability to cultivate customer orientation.
- Ability to demonstrate honesty and convey integrity to maintain public trust.

Working Conditions:

Work is performed in normal but busy office environment. Attendance at evening meetings is frequently required. Travel is required to various Township locations, project sites, and outside organization meeting locations. Work frequently involves responding to angry, frustrated or upset individuals.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Township Manager
FLSA STATUS: Exempt
DATE: February 2025