

**NEWBERRY TOWNSHIP
JOB DESCRIPTION**

JOB TITLE

TOWNSHIP MANAGER/SECRETARY/ASST.TREASURER

DEFINITION

This is a highly responsible full-time position directing the day-to-day conduct of township business and for carrying out the policies of the Board of Supervisors. This employee is responsible for maintaining township financial records, preparing financial reports, paying financial obligations, and keeping supervisors informed of the township's financial condition. This employee assigns and directs the work of other township employees in providing these services. This position reports directly to the Township Board of Supervisors. Position is exempt.

TYPICAL DUTIES

- Serve as Secretary of the Board of Supervisors. Prepares the agenda for Township Meetings, attend meetings, record and prepare minutes, and provide advice regarding procedure.
- Ensure proper maintenance and preservation of official records, i.e. minutes, bids, contracts, legislation, account records and other financial records.
- Prepare documents for Township, including resolutions or ordinances advertised for adoption, bid specifications, reports of management activities and financial activities.
- Responds to questions, complaints and inquiries from Township residents, and directs to appropriate person to resolve.
- Serve as Asst. Treasurer to the Township Board of Supervisors and assume related bookkeeping.
- Control and keep records for accounts payable and accounts receivable; organize and review bills for accuracy and proper coding; reconcile and balance accounts, prepare documentation for audits.
- Receive revenue from tax collections, permit fees, and fines; record and deposit revenue in proper accounts; manage short term investment of unused funds.
- Prepare monthly report of expenditures and receipts.
- Perform related administrative support duties.
- Prepare drafts of annual budget; summarize expenditures, estimate future needs. compute expected revenues, attend all budget meetings.
- Secure major purchases through advertising, bidding and awarding procedures.
- Prepare requests and application materials for grants, loans, rebates, etc.
- Administers both the Non-Uniformed and Uniformed Pension Plans.
- Administers employment contracts, writes job descriptions and personnel manuals.
- Handles the renewal and calling of letters of credits.

- Reviews all pertinent information with the Township Solicitor, Township Engineer, Public Works Director and Police Chief.
- Directly supervises the Public Works Director Wastewater Sewer Coordinator, Comptroller, and the Administrative Staff.
- Reviews and recommends information for the Township Website and Facebook page.

QUALIFICATION REQUIREMENTS

Knowledge and Abilities

- Knowledge of the principles and practices of public administration.
- Knowledge of fiscal policies and procedures applicable to municipal finance administration.
- Knowledge of office practices and procedures.
- Knowledge of Township programs and services.
- Knowledge of Second Class Township Code and Township Ordinances.
- Knowledge of bookkeeping, accounts payable and payroll practices and procedures.
- Ability to demonstrate self motivation, work independently, organize work and meet established schedules and deadlines.
- Ability to review information for compliance with specific administrative or procedural rules.
- Ability to communicate effectively, orally and in writing.
- Ability to work effectively with township officials, other government officials, business associates and the public.
- Ability to analyze municipal problems and needs and to recommend workable solutions.
- Ability to learn and apply numerous rules, regulations, and laws under which township operations must be conducted.
- Ability to establish effective relationships with employees, elected officials, members of the public and representatives of other government entities, and vendors providing services for the Township.
- Ability to operate MS office applications, QuickBooks, payroll programs, email outlook word and excel and to operate a variety of office equipment, e.g. computer, fax, copier.
- Ability to obtain bonding.

Education and Experience

- A Bachelor's Degree in public administration is preferred, or 5 years of experience in related field.
- Two-Five years of municipal experience.
- Valid PA Driver's License.

This job Description may be reviewed and changed periodically as duties and responsibility change with operational necessity.