

UPPER GWYNEDD TOWNSHIP

POSITION DESCRIPTION

Position: Assistant Township Manager

Position

Definition: This is an upper level management, salaried position involving a direct relationship with the Township Manager, Board of Commissioners and Department Heads related to the administrative management of Upper Gwynedd Township.

Objective: To provide general assistance to the Township Manager as may be required and /or assigned by the Manager. This will include special research projects and the administration of Township policies, and procedures, The person who holds this position will handle public inquiries and complaints as delegated by the Township Manager. A key responsibility will include public relation activities as may be necessary or as assigned by the Manager or the Board of Commissioners. This individual will also act on behalf of the Manager in his/her absence as directed by the Manager and as permitted under the First Class Township Code.

**Educational and
Personal
Requirements**

An undergraduate degree (BA or BS) from an accredited college or university, with a major in government or political science and/or public administration.

A Master's in Public Administration (MPA) with a focus in local governmental management is desired. An equivalent combination of experience, training and formal education that provides the required knowledge, skills and ability will be considered.

Demonstrated work experience specific to the management of local government is desired. Strong verbal skills are required. The individual must have skills that reflect a keen understanding of the responsibilities and limitations of local government while maintaining a level of flexibility that assures constituents that the Township is concerned and willing to assist in problem resolution.

Skill in utilizing common software programs such as, Outlook, word processing, Excel, Powerpoint and additional software as may be needed.

Effective communication skills are required that reflect a keen awareness of diversity within the community which allows the employee to deal effectively, professionally and courteously with the public.

**Position
Responsibilities:**

The employee will assist the Township Manager in interfacing the efforts of all department and official boards, agencies, and commissions of the Township to promote efficient service delivery. The Assistant Manager will be assigned responsibilities by the Manager which will include special research projects, the formulation, implementation, review and control of policies, procedures, and rules.

The position requires the exercise of independent judgement.

General working hours will be day time in accordance with the established Township operating hours, Monday through Friday, 8AM to 4:30PM. Attendance at some evening meetings will be required to fulfill the responsibilities of the position.

The employee in this position will be responsible for assisting in the direction and supervision of all departments and other activities of the Municipality. The employee will be responsible for supervising and monitoring the day-to-day activities of the assigned departments, with the exclusion of the Police Department.

When directed, the Assistant Manager will act on behalf of the Manager and will attend to the general affairs of the Township during any absence on the part of the Manager due to illness, vacation, etc.

Responsible to develop a system which will be used to document and track tasks and issues on a regular basis. This will include identifying, status, progress, roadblocks and estimate of completion dates.

Responsible for maintaining contact with neighborhood leaders in the community, (including Homeowners' Associations, etc.) in order to develop a Neighborhood Meeting Program in conjunction with the Board of Commissioners.

Attends meetings of the Board of Commissioners, Township and government Authorities, committees and departmental meetings as required.

Handle public complaints and inquiries that are not specifically handled by the Manager or other Department Heads. Will frequently be the person that makes a judgment as to the assignment of a complaint or inquiry to a Department Head.

Understanding ,awareness and ability to implement the Township's Right-to-Know policy when required.

Manage, maintain and monitor the Township's CATV franchise, including the handling and recording of consumer complaints.