



## UPPER MERION TOWNSHIP JOB DESCRIPTION

<b>Position Title:</b>	Assistant Township Manager
<b>Department:</b>	Administration
<b>FLSA Status/Classification:</b>	Exempt
<b>Reports To:</b>	Township Manager
<b>Location:</b>	Township Bldg. /Various Sites within & outside the Township
<b>Revised:</b>	June 1, 2023

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### Supervision Exercised:

The Assistant Township Manager provides administrative support to Department Heads and secretarial staff.

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### Position Objective:

The Assistant Township Manager position is a highly visible position within the Township and is responsible for performing work that involves the general oversight of Township operations, assisting in the direction and supervision of all departments and other activities of the municipality, while providing direct support to the Township Manager. Responsible for assisting the Township Manager in coordinating staff services in special management, research, planning, and development projects. The work of the Assistant Township Manager requires the exercise of independent judgment and the application of considerable knowledge of municipal organizations and programs in meeting a wide variety of work problems involving continual public, inter-governmental, and inter-departmental relations. The incumbent in this position has complete access to the Township's reports, records, and programs, where utmost integrity and confidentiality are required to safeguard sensitive materials.

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### Essential Job Functions:

- Assists Township Manager with formulating, implementing, reviewing, and controlling policies, procedures, rules, and regulations regarding municipal government administration.
- Researches, plans, and develops special projects and new programs as the Township Manager assigns.
- Manages and oversees the timely and accurate processing of legal matters and insurance claims.
- Delegates and oversees special projects to Township staff.
- Acts as Acting Township Manager in the absence of the Township Manager.
- Attends and occasionally chairs the Township Manager's staff meetings.
- Collects and prepares financial data used for constructing the Annual Township budget.
- In collaboration with the Director of Finance and Administration, assists in preparation and/or administration of annual budget; reviews departmental budgets for compliance with established Township budgetary policy.
- Responsible for the administration of Grants for the Township.
- Acts as a liaison to citizen boards as assigned.
- Reviews personnel actions such as salary increases, promotions, and job classifications.
- Participates in contract negotiations as a negotiating team member.
- Assists department heads with administrative and/or technical problems and procedures; analyzes and resolves issues.
- Establishes and maintains effective relationships with the public, elected officials, Township employees, governmental units, non-governmental organizations, employees, and other stakeholders.
- Attends meetings with the Board of Supervisors, Township and government authorities and committees, department heads, and other meetings as required (Said meetings may include evening meetings and other off-hour times).
- Serves on various external Boards, Commissions, and Committees.

- Follows up on Department assignments to determine progress or the extent of completion and prepares progress reports for the Township Manager.
- Serves as Acting Department Head (upon vacancy of a Department Head) or on an interim basis as assigned by the Township Manager.
- Acts as the Township Right to Know (RTK) Officer and coordinates timely, appropriate, and approved responses to RTK requests.
- Communicates effectively with all levels of personnel, as well as external stakeholders.
- Reads and interprets complex financial and statistical information and Township ordinances and policies.
- Compiles and analyzes Departments' metrics, information, and other data and prepares monthly reports for Township Manager.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of public administration principles and practices.
- Knowledge of Municipal Finance Administration.
- Strong verbal, analytical, communication, and presentation skills.
- Considerable ability and desire to collaborate with others.
- Ability to plan, organize, coordinate, evaluate, and enhance municipal operations.
- Ability to operate and utilize office equipment such as PC, Computer, Tablet, Smart Phone, Printer, Microsoft Office (PowerPoint, Word, Excel, & Outlook), and Township Vehicle.

**Physical Characteristics:**

- Ability to sit for a minimum of 4-6 hours, move about the department and Township Bldg. for 2-4 hours a day, and lift and carry a minimum of 10 lbs-35 lbs.

**Minimum Education, Training, and Experience Required:**

- Bachelor’s Degree in Public or Business Administration from an accredited College or University and three (3) to five (5) years of experience in local government administration, preferably of a supervisory nature; or
- A Master's Degree in Public or Business Administration from an accredited College or University may be substituted for experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities required of this position.

**Additional Requirements:**

- Possesses or obtains and maintains membership in ICMA (International City/County Management Association) and APMM (Association of Pennsylvania Municipal Management).
- Maintains a valid driver's license.

**This job description has been approved by the following levels of management:**

Township Manager: \_\_\_\_\_  
Anthony Hamaday

Date: \_\_\_\_\_

HR Director: \_\_\_\_\_  
Sibyl H. Bryant

Date: \_\_\_\_\_

**Employee's signature below constitutes the employee's understanding of the requirements, essential functions, and overall duties of the Assistant Township Manager position.**

Employee's Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_