

TOWNSHIP OF MOON

JOB DESCRIPTION

DEPARTMENT: ADMINISTRATION

JOB TITLE: ASSISTANT MANAGER

IMMEDIATE SUPERVISOR: TOWNSHIP MANAGER

PRIMARY FUNCTION:

This position serves as one of two Assistant Managers in the Township reporting directly to the Township Manager. Primary responsibilities include directing administrative and management work to assist the Township Manager in conducting the operations and activities necessary for the effective and efficient operation of the Township. The Assistant Manager's work is performed under the general supervision of the Township Manager and reviewed for the achievement of desired objectives and goals. The Assistant Township Manager's duties encompass the entire operations of the Township and are performed through both general and specific delegation by the Township Manager.

This individual will be required to possess strong collaboration skills and will work in combination with the other Assistant Township Manager in a team environment, identifying, recommending, and implementing strategic organizational objectives to the Township Manager. The Assistant Township Manager oversees the Department of Public Works, MCA-TV, Information Technology (IT), Administration and will be the first line of contact with the Moon Township Volunteer Fire Company.

ESSENTIAL FUNCTIONS:

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on needs without changing the general nature and scope of the job or level of responsibility. **Employees may also perform other duties as assigned.**

Departmental Operations – Public Works, MCA-TV, Administration, IT, and Moon Township Volunteer Fire Company

1. Provides vision and leadership while directing overall activities of programs in the Public Works, MCA-TV, Administration, IT and communication with matters involving the MTVFC.
2. Establishes overall goals, objectives, and service standards for the departments and their functions. Communicates these standards and is accountable for managing the activities required to achieve them.
3. Leads efforts with staff across the departments to develop, update and implement administrative policies.

4. Coaches Public Works, MCA-TV, IT and Administration staff by asking questions to engage staff and get them to think about issues and come to successful decisions and outcomes on their own – thereby leading to better learning and acceptance than simply telling them what to do.
5. Assists in the preparation of the annual budget adopted by the Board of Supervisors for each of the departments of which they have oversight.
6. Reviews expenses for each department in their oversight.
7. Interprets applies, and ensures compliance with established policies/procedures, governmental standards, and all other applicable laws, codes, statutes, rules, regulations, and standards appropriate for the departments; initiates any actions necessary to correct deviations or violations.
8. Participates in collective bargaining with unions.
9. Reviews existing contracts with vendors, outside contractors, and government entities in order to determine whether modifications are needed and, if so, makes recommendations to the Township Manager.
10. Works closely with the Township Solicitor, Engineer, and Labor Counsel, and serves as a liaison to other governmental units and community groups.
11. Recommends and develops long and short-range strategic plans.
12. Makes recommendations to the Township Manager regarding establishment of policies and procedures to increase the efficiency and effectiveness of the operation of the Township.
13. Directs and conducts Township projects as assigned by the Township Manager, using discretion and independent judgment.
14. Receives, monitors, resolves complaints from citizens regarding municipal services.
15. Assesses the performance of the Township employees under their direct supervision and recommends personnel action to the Township Manager.

OTHER DUTIES OF JOB:

1. Prepares and submits to the Township Manager such reports as may be required.
2. Attends meetings with the Board of Supervisors and other committees as delegated by the Township Manager.
3. Participates in the preparation of a complete annual report of financial and administrative activities of the Township during the preceding year.

SUPERVISION RECEIVED

Receives considerable direction from the Township Manager but performs duties with little to no direct daily supervision.

SUPERVISION GIVEN:

Supervises all municipal employees, with four direct reports: Administrative Assistant, Public Works Director, Director of Technology & Communications.

WORKING CONDITIONS:

1. Works indoors in adequate office space, with adequate lighting, temperatures, and ventilation.

2. Normal indoor exposure to dust/dirt.
3. Normal exposure to noise and stress, subject to frequent disruptions, including by concerned public.
4. Periodically works irregular work hours including evenings and weekends.

PHYSICAL/MENTAL CONDITIONS:

1. Must be able to record, convey and present information, explain procedures, follow guidelines, and labor agreements.
2. Must be able to sit for extended periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching necessary to perform essential job duties.
3. Dexterity requirements range from coordinated movements of fingers and hands to simple movements of feet, legs, and torso.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the job.
7. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND TRAINING

Bachelor of Arts (Degree in Public Administration, Political Science, or related field)

WORK EXPERIENCE:

Extensive experience in governmental administration, minimum of five (5) years' experience, of which a considerable amount has been at a responsible supervisory level, or any combination of training and experience which provides the required knowledge, skills and abilities which allow the effective practice of theory and practices of local government administration, financial, accounting, and budgetary preparation as well as personnel theory and practice.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Must possess considerable knowledge of modern policies and practices of municipal administration.
2. Must possess considerable knowledge of the principles and practices of supervision.
3. Must possess the knowledge of accounting and financial ability to develop and implement

- budgets and related reports.
4. Must possess working knowledge of municipal finance, human resources, public works, public safety, and community development.
 5. Must possess skills in planning, directing and administering municipal programs.
 6. Must possess crisis management skills.
 7. Must possess ability to prepare and analyze comprehensive reports.
 8. Must possess ability to conduct assigned projects to their completion.
 9. Must possess ability to communicate effectively verbally and in writing.
 10. Must possess ability to establish and maintain effective working relationships with employees, municipal officials, and the public.
 11. Must possess ability to efficiently and effectively administer a municipal government.
 12. Must possess ability to demonstrate effective leadership and good decision-making skills.
 13. Must be bondable.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF ASSISTANT TOWNSHIP MANAGER AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee_____ Date_____

Signature of Township Manager_____ Date_____

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.
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