

Job Description: Township Manager

Position: Township Manager

Location: Old Lycoming , Pennsylvania

Reports to: Old Lycoming Township Board of Supervisors

Full Time : 40 hours per week

Salary: \$70,000-90,000 USD depending upon experience level

Benefits: Medical, Vision, Dental, Municipal Pension plan

Summary: The Township Manager is a key leadership position responsible for overseeing and coordinating the day-to-day operations of the Township government. This individual will work closely with the Township Board of Supervisors to implement their policies, manage budgetary matters, and ensure the efficient and effective delivery of essential services to residents. The Township Manager will serve as the chief administrative officer of the Township, responsible for executing decisions and providing strategic guidance to achieve the community's goals and objectives.

Responsibilities:

1. Administrative Leadership:

- Execute and enforce the policies established by the Township Board of Supervisors.
- Coordinate and manage various Township departments, ensuring smooth functioning and efficient operations.
- Oversee the recruitment, hiring, training, and performance evaluations of Township staff members.
- Foster a positive work environment that promotes teamwork, communication, and collaboration.

2. Financial Management:

- Develop and present annual budgets to the Township Board of Supervisors for approval.
- Monitor and control expenditures to ensure adherence to the approved budget.
- Seek opportunities for cost savings and revenue generation while maintaining high-quality services.

3. Community Relations:

- Serve as the primary point of contact for residents, businesses, and community organizations.
- Respond to inquiries, concerns, and complaints in a timely and professional manner.
- Engage with the community to identify needs, assess priorities, and address challenges.

#### 4. Strategic Planning:

- Collaborate with the Township Board of Supervisors to develop long-term plans and goals for the community.
- Provide expert advice and recommendations to the Board on issues affecting the Township's development and well-being.
- Implement strategic initiatives and monitor progress towards achieving objectives.

#### 5. Government Affairs and Legal Compliance:

- Stay informed about local, state, and federal laws affecting Township operations.
- Ensure compliance with all relevant laws, regulations, and ethical standards.
- Work closely with legal counsel and represent the Township in legal matters when necessary.

#### 6. Project Management:

- Oversee major projects and initiatives, ensuring they are completed on time and within budget.
- Coordinate with relevant stakeholders, contractors, and consultants to achieve project goals.

#### 7. Public Meetings:

- Prepare meeting agendas and materials for Township Board of Supervisors meetings.
- Attend public meetings and provide necessary information to support decision-making processes.

#### Requirements:

- Bachelor's degree in public administration, business administration, or a related field. Master's degree preferred.
- Proven experience in local government administration, preferably in a managerial or leadership capacity.
- In-depth knowledge of local government operations, budgeting, and financial management.
- Strong communication skills, both written and verbal, to interact effectively with stakeholders.
- Demonstrated ability to lead and motivate a diverse team of employees.

- Familiarity with Pennsylvania's municipal laws and regulations is highly desirable.
- Excellent organizational and problem-solving skills with a keen attention to detail.
- Ability to handle multiple tasks and prioritize responsibilities effectively.
- A commitment to transparency, ethical conduct, and providing excellent public service.

The Township Manager will play a vital role in shaping the future of the community and ensuring its prosperity. The position offers a challenging and rewarding opportunity for an experienced professional dedicated to the advancement of local government and the well-being of the Township's residents.

**How to Apply:** If you are a dedicated and results-driven financial professional with a passion for public service, we welcome you to apply for the position of Township Manager to be considered, please submit your updated resume, a cover letter detailing your relevant experience, and three professional references to [Amy.Hammaker@oldlycomingtwp.org](mailto:Amy.Hammaker@oldlycomingtwp.org). The application deadline is [August 30th, 2023].

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