

FERGUSON TOWNSHIP JOB DESCRIPTION

Job Title: Assistant to the Manager

FLSA Status: Exempt
Pay Grade: 26
Reports To: Township Manager
Date: February 2018

JOB SUMMARY:

This is administrative and supervisory work of considerable difficulty assisting in the activities of the Township Manager. Employee in this position is responsible for assisting in the direction and supervision of all departments and other activities of the municipality as directed by the Township Manager. Employee is responsible for supervising and monitoring the day-to-day activities of assigned departments. Employee is responsible for providing special assistance in financial, personnel, administration, planning and research and other related functions.

Employee is further responsible for assisting the Township Manager in coordinating staff services in special management, research, planning and development projects. Employee will assist the Township Manager in interfacing the efforts of all department and official boards, agencies, commissions of the Township to promote efficient service delivery, which includes attendance at evening meetings.

Work requires the exercise of independent judgment and the application of considerable knowledge of municipal organization and programs in meeting a wide variety of work problems involving continual public, inter-governmental and inter-departmental relations

ADMINISTRATIVE WORK:

- Assists in the formulation and implementation of policies, procedures, rules, and regulations concerning the administration of the Township;
- Represents the Township at meetings with various Boards and community meetings, including interacting with county and state agencies;
- Researches, plans, and helps develop new programs that reflect changing conditions within the Township and to aid the Township Manager and Board of Supervisors in establishing accurate long-range objectives;
- Assists Department Heads on administrative and technical problems and procedures in assigned areas;
- In the absence of the Township Manager, act as a single point of contact for the Board of Supervisors and perform, as necessary and directed, the functions of the Township Manager;
- Assists in special programs funded by inter-governmental revenues; prepares necessary documentation; confers with officials of other governmental levels; provides local liaison and inter-departmental administration; reviews progress and takes necessary actions to overcome problems.
- Responsible for the management of a comprehensive grantsmanship program;
- Responsible for administrative office functions such as sending and receiving faxes, filing, and sending and receiving mail deliveries;
- Assists Maintains Personnel Policy Manual;
- Coordinates updates of the Township Code of Ordinances;
- Advertises ordinances, public hearings, and public meetings in accordance with the provisions of the Pennsylvania Sunshine Act;
- Coordinates records retention and disposition and maintaining master record of municipal records.
- Responsible for maintaining and updating the Township's Continuity of Operations Plan.

STRATEGIC PLANNING:

- Maintains and monitors progress made toward the goals outlined in the Township's Strategic Plan.
- Provides the Board of Supervisors and Township Manager with, at minimum, semi-annual updates on the progress made toward the goals outlined in the Township's Strategic Plan.

COMMUNITY ENGAGEMENT

- Supervises Communications Coordinator.
- Works with Communications Coordinator to distribute accurate and timely information through a variety of media outlets including, but not limited to the Township's website, communication listservs, social media accounts, and local news media.
- Responsible for planning and coordinating a variety of community engagement events.
- Assists in the administration and analysis of surveys of community members on a variety of topics, as needed.
- Provides regular updates to the Township Manager and Board of Supervisors on the effectiveness of community engagement initiatives.

INFORMATION TECHNOLOGY

- Serve as primary liaison between Township staff and contracted IT Service Provider.
- Work with Finance Director and contracted IT Service Provider to oversee IT Operations including, but not limited to acquisition and deployment of hardware and software, management of IT Strategic Plan, evaluation of service providers, and capital planning.

BUDGET AND FINANCE WORK:

- Assists in collection and preparation of financial data necessary for the construction of Township budgets.
- Assists Director of Finance in budget analysis and financial forecasting and providing financial reports to the Township Manager and Board of Supervisors.
- Prepares Annual Budget Executive Summary and other relevant supplemental documents as needed.

PLANNING & ZONING WORK:

- Assists Director of Planning & Zoning and Community Planner in monitoring land development, subdivision plans, and planning work tasks.
- Assists in preparation, review, and presentation of modifications to land use ordinances.

PERSONNEL WORK:

- Assists in development and administration of personnel policies and programs, including: employment, labor relations, compensation, training, benefits, and employees' services.
- Assists in general personnel administration, including training of supervisory and administrative personnel, evaluation of benefit and compensation program.
- Provides periodic review and revisions of job descriptions as directed by the Township Manager.

KNOWLEDGE:

- Knowledge of various departments and key personnel and their functions within the Township structure.
- Knowledge of operations and purposes of various civic and business organizations within the Township, helpful.
- Knowledge of principles and practices of Public Administration.
- Knowledge of fiscal and personnel policies and procedures as they apply to municipal and finance administration respectively.
- Knowledge of and experience with managerial principles and activities of a municipal government.
- Knowledge of the principles and practices of office management.
- Knowledge of the organizations and functions of municipal government.
- Knowledge of the principles and practices and equipment of modern information systems and office management.
- Knowledge of current developments and trends in municipal management and inter-governmental relations

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Public or Business Administration from an accredited College or University and at least two years' experience in local government administration or
- Master's Degree in public or Business Administration from an accredited College or University may be substituted in place of experience or
- Any equivalent combination of experience and training that provides the desired knowledge, skills and abilities
- A valid PA Driver's License is required.

SKILLS

- Skill in dealing with people from diverse backgrounds.
- Skill in effective communications.
- Skill in utilizing computer software such as Microsoft Office programs and additional programs as needed.

ABILITIES

- Ability to supervise and direct professional and non-professional personnel.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective relationships with the public, elected officials and Township employees.
- Ability to manage and coordinate activities of a multi-departmental municipal government.
- Ability to maintain administrative records and to accurately and expeditiously prepare reports and answer questions from records.
- Ability to prepare correspondence and to perform office management details with referral to the Township Manager.
- Ability to analyze and resolve complicated problems.
- Ability to research and develop administrative policies and practices.
- Ability to coordinate and manage various projects in a timely and efficient manner.
- Ability to research, write and edit statistical, financial and factual information.
- Ability to exercise good judgment and tact in receiving office callers and in settling problems.
- Ability to continue to learn new concepts and ideas concerning local government.
- Ability to effectively organize, complete and evaluate technical assignments.
- Ability to exercise courtesy in receiving/screening calls, meeting visitors and to be discreet and diplomatic in such dealings.
- Ability to sit and utilize office equipment; repetitive fine manipulation.
- Ability to drive automotive equipment occasionally.
- Ability to withstand exposure to weather occasionally.

LANGUAGE SKILLS:

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to comprehend and prepare reports.
- Ability to participate effectively in all types of meetings.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to anticipate challenges and take appropriate action to avoid them.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.

PHYSICAL AND WORK ENVIRONMENT: The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as standing, climbing, balancing stooping, kneeling, reaching, pushing, pulling, walking, lifting (up to 10 pounds), fingering, grasping, talking, hearing/listening, seeing/observing and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment: The work environment may include some or all of the following.

- Ability to work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Ability to work under distractions, such as telephone calls, interruptions, and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.

Job Location (Place[s] where Work is Performed): Township Office Building, various sites within and outside the Township.

Equipment (Examples of Machines, Devices, Tools, etc. used in Job Performance): Telephone, Computer, Copier, Calculator, Vehicle

Employee's Signature _____

Date: _____