

**JOB DESCRIPTION
TOWNSHIP OF NETHER PROVIDENCE
TOWNSHIP MANAGER**

Accountability Objective

Manages and directs the administration of Nether Providence Township affairs and provision of municipal services to assure a high level of service to Township residents and businesses. Assures compliance with laws, regulations and ordinances in as economic and efficient a manner as possible.

Personnel Supervised:

Directly - Chief of Police
Public Works Director
Assistant Manager
Office Administrative Staff
Administrative Assistant/Bookkeeper
Code Enforcement Officer
Fire Marshall
Finance Director/Outside firm

Indirectly - Public Works Department Laborers

Other Titles:

Township Secretary, Open Records Officer, , Chief Administrative Officer of the Township Pension Plans

Organizational Relationships

The Township Manager reports to the Township Board of Commissioners and works in coordination with professional advisors including the Solicitor, Engineer, Auditor, Actuary, Tax Collector, Chief of Police, Public Works Director. Works with Planning Commission, Environmental Advisory Commission, Zoning Hearing Board, Civil Service Commission, Parks Commission and Shade Tree Commission.

Negotiates with and provides direction to consulting engineers and contractors to accomplish special studies and projects. The Manager maintains liaison with officials and members of other municipalities' governments, PennDOT, PECO, AQUA PA., DELCORA and the Central Delaware County Authority. Also represents Nether Providence on the Crum and Ridley Creeks Commissioners of Governments (COG).

Principal Challenges and/or Decisions

1. Manages the business affairs and provision of services for the Township including responsibility for Administration, Public Works, Parks and Grounds, and Buildings.
2. Prepares the annual Township Budget, forecasting income and expenditures; obtains expenditure estimates for special studies and projects; works closely with individual Commissioners members (in their departmental roles) to determine program and project priorities and bring forecast expenditures within limits of forecast income.
3. On a monthly basis reviews expenditures' positions versus budgets; determines whether expenditures for specific items need to be delayed based on income/expense position; audits correctness of departmental charges; consults with Finance Committee regarding exceptional income/expenditure problems.
4. On a monthly basis reviews cash flow and cash need projections and determines how to maximize investment income for the Township and ensure compliance with Township Investment Policy; consults with Finance Committee regarding basic changes in investment strategy and recommends specific investment policies (e.g. short versus longer term investments).
5. Recommends to appropriate Commissioners the need for special maintenance and construction related to buildings, streets, sidewalks, curbs, sanitary or storm sewers, parks and grounds, and other Township property; works with and directs consulting engineers to plan and design projects; presents plans to Commissioners; supervises the preparation of bidding documents and advertising for bids and reviews with Township Solicitor.

In conjunction with Township Engineer, recommends acceptance of particular bids based upon cost, contractor's competence, anticipated quality and ability to complete job, etc.; participates in contract preparation and reviews with Solicitor; oversees construction and authorizes payment when contract is satisfactorily executed.

6. Plans and directs the maintenance and cleaning of all Township property including streets, curbs, sidewalks, traffic control equipment, sanitary and storm sewers, street lighting, buildings, etc. This includes the planning, scheduling, and overseeing of major jobs beyond the capability of the Public Works Department.
7. Directs Township recycling program to ensure compliance with all state and federal regulations, including recycling regulations; prepares bid documents.

8. Directs Township's compliance with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, including on-going public education regarding storm water management.
9. In conjunction with the Zoning Officer and Code Official, manages the issuance and inspections for all building permit applications for compliance with Nether Providence Zoning Code.
10. In conjunction with the Zoning Officer and Code Official, manages the review of all applications for Subdivision, Land Development and Conditional Use for compliance with applicable laws, and the coordination of review with Nether Providence Planning Commission, Delaware County Planning Commission, Nether Providence Environmental Advisory Commissioners, Delaware County Conservation District, and professionals (including but not limited to Township Engineer and Township Solicitor) as needed.
11. Works with Township Commissioners and the Planning Commission to accomplish goals outlined in the Township Comprehensive Plan.
12. Acts as purchasing agent for materials, equipment, and services. This involves keeping abreast of and evaluating what is available for Township purposes including Cooperative Purchasing; selecting suppliers and products on the basis of least cost consistent with quality and reliability. Services purchased include insurance policies for liability, employee health, maintenance, fire, etc.
13. Maintains a current knowledge of and enforces Township ordinances; provides interpretation and direction to residents, contractors, etc. regarding ordinance requirements and needs for compliance.
14. Maintains contact with Township representative to the Central Delaware County Authority to represent the Township in directing the management of the authority.
15. Assists staff with publishing the Township newsletter and providing updates to Township website and social media sites.
16. Is aware of State and Federal grant opportunities available to the Township and prepares such grants on a timely basis, or assists others in doing so.

Principal Accountabilities

1. To assure provision of efficient services to Township residents and businesses within budget costs.
2. To assist in maximizing investment income.

3. To keep abreast of and recommend to Commissioners opportunities to improve efficiency and effectiveness of Township operations and the health, safety, and environmental condition of the Township.
4. To assure equitable and uniform administration of building and zoning ordinances.
5. To assure proper planning and execution of major construction and maintenance projects.