

Acme Township Job Description

Position Title: Township Manager
Reports To: Acme Township Board of Trustees

Overview:

Reports to the Township Supervisor, but the delegation of the Township Manager's authority shall come from the Township Board as a whole. Manages day-to-day Acme Township operations. Serves as a central point of contact between board, staff, and general public. Provides for continuity of operations through changes in Board membership. Fosters a positive and accessible environment for officials, staff and public.

Duties and Responsibilities:

1. To see that all laws and Township Ordinances are enforced.
2. To manage and supervise public improvements, works and undertakings of the township
3. To be responsible for the preservation of all property, tools and appliances of the Township.
4. To see that all terms and conditions imposed in favor of the Township or its inhabitants in any public utility franchise or in any contract are faithfully kept and performed.
5. To attend all meetings of the Township Board with the right to take part in discussions but without the right to vote.
6. To be an *ex officio* member of all committees of the Township Board.
7. To assist the Supervisor with preparation and administration of the annual budget under policies formulated by the Township Board. To keep the Board fully advised at all time as to the financial condition and needs of the Township.
8. To maintain/obtain current knowledge regarding existing and changing legislative requirements for general law township operations, and alert the Township Board as to issues that may impact the township. Provide options and recommend to the Township Board the adoption of such measures as may be advisable for the continued development and well-being of the township.
9. Assist with identification of and coordination of applications for funding opportunities in support of stated Township short- and long-term goals.
10. Provide training, support and general direction for Zoning Enforcement/Permit Officer and Office Assistant.
11. To be responsible to the Township Board for efficient administration of the general office and Planning and Zoning functions of the township government.
12. Pursuant to Board direction, to supervise and coordinate the utilization of all contracted services, including: legal, engineering, accounting, architectural, planning, insurance and assessing.

13. To be available as a key contact on inquiries to the Township from various sources, including federal, state and county officials or Township residents with specific need and concerns.
14. To perform such other duties as may be required by ordinance or by direction of the Township Board.

Qualifications:

1. College degree preferred.
2. Excellent written and oral communication skills.
3. Conflict management/resolution and consensus-building skills.
4. General mathematical ability.
5. Solid computer skills (Windows, Word, Excel, PowerPoint, Access, Internet)
6. Grantwriting and community/economic development knowledge and skills, or willingness to obtain same.
7. Strong customer service orientation.
8. Staff management experience.