

Open Position : Township Administrator-Secretary

Annville Township, Lebanon County, is seeking a Township Administrator-Secretary. Annville Township is a First-Class Township with a population of about 4,700 residents and is also home to Lebanon Valley College. Township services include police protection, street maintenance, and wastewater treatment through the Annville Township Authority. The Township is governed by a five-member Board of Commissioners elected for four-year terms. A five-member Authority Board, appointed by the Board of Commissioners, oversees the operations of the sanitary sewer system. The Township also has a Historic Architectural Review Board committed to the fidelity of the downtown historic district and collaborates with a nonprofit organization for the maintenance and upkeep of the Quittapahilla Nature Park. The Township currently has 15 full-time and 4 part-time employees with a \$2.5 million General Fund and \$1.3 million Sewer Fund budgets. Annville Township's Board of Commissioners is actively pursuing opportunities to partner with neighboring municipalities to provide efficient, cost-effective municipal services to its residents. Creative, organized candidates with the requisite knowledge and experience are strongly encouraged to apply. Cover letters and Resumes are due by close of business January 27th.

Township Administrator-Secretary

The Township Administrator-Secretary is the Chief Administrative Officer of the Township and serves as the Secretary to the Board of Commissioners. The office is appointed by the Board of Commissioners and is authorized by the Pennsylvania First Class Township Code and any subsequent ordinances that may be developed and approved by the Board of Commissioners.

In Annville Township, the Board of Commissioners has delegated many of its non-legislative and non-judicial powers and administrative duties to the Township Administrator -Secretary, which are outlined in the Township Code of Ordinances. The Secretary functions and duties that support the Board of Commissioners are outlined in the PA First Class Township Code.

The Township Administrator -Secretary has a variety of managerial and secretarial duties. Some of the key areas of responsibility for the Township Administrator -Secretary are:

Management

- Point of contact for administration and liaison between the Board of Commissioners and Township employed and volunteer personnel, as to outside private, non-profit and governmental organizations
- Address and respond to citizen concerns and requests for services
- Supervise all departments heads and day-to-day administration affairs of the Township
- Participate in the coordination and preparation of the Township budget and capital improvement program
- Monitor purchasing and the performance of the annual budget
- Monitor day-to-day enforcement performance of the laws of the Commonwealth of PA, and Township's ordinances and resolutions
- Oversee upkeep of all property and equipment
- Oversee performance of all leases and contracts

Secretary

- Serve as point of contact for the Board of Commissioners between internal and external agencies and outside private, non-profit and governmental organizations
- Act as a clerk for the Board of Commissioners and keep all minutes
- Coordinate preservation of all records of the Township
- Coordinate requests for public records under open records laws
- Coordinate official correspondence to Commonwealth of PA

Required Knowledge, Skills and Abilities

Knowledge of the principles and practices of public administration.

Knowledge of fiscal policies and procedures applicable to municipal finance administration.

Knowledge of modern office practices and procedures.

Ability to effectively motivate and direct the activities of other employees, explain and justify township problem and needs to supervisors, and deal conscientiously, fairly, and diplomatically with all public requests.

Ability to learn and apply numerous rules, regulations, and laws under which township operations must be conducted.

Ability to work effectively with township officials, other government officials, business associates and the public.

Ability to analyze municipal problems and needs and to recommend workable solutions.

Ability to develop and set up procedures for the activities to be performed.

Ability to assemble, organize, and present status information from various source materials concerning the operation of township programs and procedures.

Ability to review information for compliance with specific administrative or procedural rules.

Ability to organize work in a manner which insures smooth processing and efficient, accomplishment of priority items.

Ability to communicate effectively, orally and in writing.

Minimum Education and Experience

A bachelor's degree in public administration business administration or a related field and three years of experience in the administration of a business or a public agency, or any equivalent combination of education and experience.