

MONROE TOWNSHIP RESOLUTION 2006-8

At a meeting of the Supervisors of the Township of Monroe, Snyder County, Pennsylvania, held at the Monroe Township Municipal Building, Hummels Wharf, Snyder County, Pennsylvania, on December 19, 2006 there were present the following Supervisors:

1. Timothy L. Wolfe
2. Steven E. Paige
3. Dean Davis

Supervisor Dean Davis offered the following Resolution and moved its adoption:

WHEREAS, by Ordinance 2006-3, passed on December 19, 2006 by the Board of Supervisors created the position of Township Manager; and

WHEREAS, the Ordinance sets forth that the Board of Supervisors of Monroe Township, Snyder County, Pennsylvania, will, by resolution, establish the Qualification, Compensation, Powers and Duties of the Township Manager.

THEREFORE, be it resolved with regard to the Qualifications, Compensation, Powers and Duties of the Township Manger of Monroe Township as follows:

QUALIFICATIONS:

The Township Manager shall be chosen solely on the basis of his executive, administrative and professional abilities with special emphasis to his actual experience in, or his knowledge of, accepted practices in respect to the duties of the office as herein provided. The Manager must have a degree of understanding Pennsylvania Townships of the Second Class including, but not limited to government function, zoning and planning and the Pennsylvania Municipalities Planning Code. The Manager must also have the ability to:

A: learn, understand and apply the numerous rules, regulations, and laws under which township operations must be conducted.

B: 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.

C: to administer the day-to-day operations of the Township government;

D: to delegate responsibility and authority for performance of assigned functions to Township staff.

E: to use basic office equipment, have a acceptable skill level with computers and be able to read and understand architectural and engineering plans.

plans.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of public administration. 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.

OVERVIEW OF DUTIES

Administer the day-to-day operations of the Township government.

Delegate responsibility and authority for performance of assigned functions to Township staff.

Prepare short term and long term Township government objectives and recommend them to the Board of Supervisors.

Prepare plans and programs for attainment of the objectives approved by the Board of Supervisors.

Determine priorities of projects to meet objectives approved by the Board of Supervisors and program expenditures based on cash flow.

Serve as liaison between the Board of Supervisors and all Township Authorities, Commissions and Committees.

Develop and administer the Township personnel policies, procedures and programs.

Originate and maintain contacts with Federal, State and County agencies, and other organizations, with whom the Township conducts business.

Maintain public relation contacts with Township residents.

Serve as contact with current, and potential, Township business people and land developers to maintain affirmative public/private relationship.

Supervise performance and faithful execution of all contracts let by the Township.

Review applications of prospective Township employees, interview and hire, with approval of the Board of Supervisors.

Prepare and submit to the Board of Supervisors suggestions for its capital improvement program.

Under the direction of the Board of Supervisors, execute and enforce the laws of the Commonwealth, and the ordinances and resolutions of the Township.

Shall act as Zoning Officer for the Township.

SPECIFIC RESPONSIBILITIES

Directs the provision of township services such as road maintenance, utilities, recreation facilities land use controls.

Directs and supervises the work of other township employees. Hires, suspends, and discharges employees subject to approval of supervisors and in accordance with applicable laws. Assists citizens by informing them of township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official. Attends meetings to provide advice and information. Conducts research on other municipal programs, grant programs, ordinances, fee structures, etc. for use by supervisors in making decisions. Performs technical review of subdivision plans and land development plans. Makes appropriate recommendations to township planning commission and zoning hearing board. Takes necessary action to carry out commission and board decisions.

Meets with employees to resolve grievances. Searches out and applies for other sources of funds such as grants, loans, credits, discounts etc., when appropriate. Develops and implements administrative and operating procedures to meet township needs and carry out approved policies.

Performs such other duties as assigned by supervisors.

REPORTING RESPONSIBILITY:

The Manager shall report to the Board of Supervisors as a whole.

POWERS:

Township Administrator

Directs Township operations

Manages the Township

Liaison to the Board of Supervisors

Represents the Board of Supervisors at designated functions

Attends the Board of Supervisors Meetings

Updates the Board as appropriate -regarding Township matters

Implements approved policies and procedures

Advises Board on personnel matters

Provides advice and counsel in matters affecting Township

Personnel Administration

Implements employee evaluation procedures

Administers and implements personnel regulations

Administers training and development of employees

Administers functions in accordance with the Second Class Township Code, as amended

Safety training

REQUIRED LICENSES: Must possess a valid Pennsylvania Drivers License and must be bondable

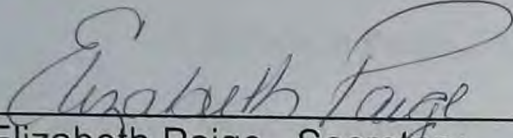
COMPENSATION:

Compensation of the Township Manager shall be as determined from time to time by the Board of Supervisors.

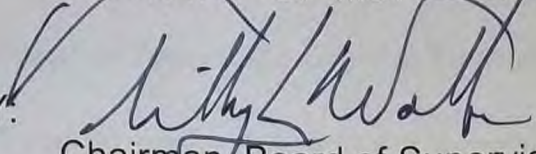
Seconded by Supervisor Steven E. Paige.

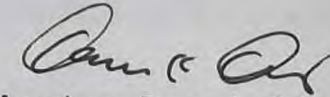
Upon roll-call vote the Resolution was unanimously adopted.

ATTEST:


Elizabeth Paige, Secretary

TOWNSHIP OF MONROE

BY: 
Chairman, Board of Supervisors

BY: 
Member, Board of Supervisors

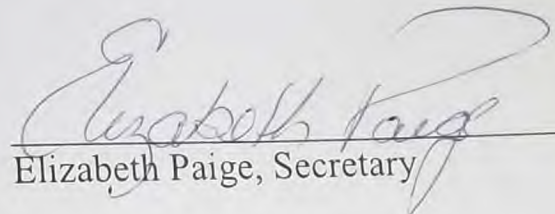
(Monroe Township Seal)



BY: 
Member, Board of Supervisors

CERTIFICATION

I, Elizabeth Paige, Secretary for the Board of Supervisors of The Township of Monroe, Snyder County, Pennsylvania, hereby attest and certify that the foregoing is a true and correct copy of the Monroe Township Resolution 2006 - 8, which was duly enacted at the regular meeting of the Board of Supervisors of Monroe Township on December 19, 2006


Elizabeth Paige, Secretary

