

ORDINANCE NO. 2012-2

WEST PIKE RUN TOWNSHIP
WASHINGTON COUNTY, PENNSYLVANIA

AN ORDINANCE OF WEST PIKE RUN TOWNSHIP, WASHINGTON COUNTY, PENNSYLVANIA, PURSUANT TO SECTION 66301 OF THE TOWNSHIP OF THE SECOND CLASS CODE, THEREBY MAKING OPTIONAL THE APPOINTMENT OF A TOWNSHIP MANAGER WITHIN SAID TOWNSHIP.

WHEREAS, the Board of Supervisors of West Pike Run Township, Washington County, Pennsylvania, may appoint a Township Manager in accordance with 53 PS §66301.

ARTICLE I. Appointment and Removal of a Township Manager. A Township Manager (hereinafter referred to as "Manager") may be appointed for an indefinite term by a majority of all the members of the Board of Supervisors (hereinafter referred to as "Board"). The Manager, if appointed, shall serve at the pleasure of the Board and may be removed at any time by a majority vote of the Board. At least thirty (30) days before any removal becomes effective, the board shall furnish the Manager with a written statement setting forth its intention of removal.

ARTICLE II. Powers and Duties of a Manager. The powers and duties of a Manager are subject to recall or modification by Ordinance or Resolution of the Board.

ARTICLE III. Disability or Absence of a Manager. If a Manager becomes ill or needs to be absent from the Township, the duties of the Manager shall be performed during his or her absence by such person as may be designated by the Board.

ARTICLE IV. SEVERANCE CLAUSE - Should any section, paragraph, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of said Ordinance shall not be affected thereby, and shall remain in full force and effect.

ARTICLE V. REPEALER CLAUSE - All ordinances or parts of ordinances or resolutions conflicting with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

ORDAINED AND ENACTED into an Ordinance passed by the Board of Supervisors of West Pike Run Township, Washington County, Commonwealth of Pennsylvania on this 13th day of August, 2012.

WEST PIKE RUN TOWNSHIP

BY: Richard M. Moline
Chairman, Board of Supervisors

Phil Podroskey

ATTEST:

Karen S. Sargent
Township Secretary

SEAL

TOWNSHIP MANAGER

Definition - The Township Manager is responsible for directing the day-to-day conduct of Township business and for carrying out the policies of the Board of Supervisors. The Township Manager is responsible for maintaining Township financial records, preparing financial reports, paying financial obligations, and keeping Supervisors informed of the Township's financial condition. Work involves contact with citizens to see that their problems and concerns are dealt with or brought to the attention of other officials. The Township Manager assigns and directs the work of other Township employees in providing these services.

Work is reviewed by the Supervisors through periodic written and oral reports and by outside audit of financial records.

Duties -

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

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.

Compiles agenda for Supervisors' meetings, attends meetings to provide advice and information.

Conducts research on other municipal programs, ordinances, fee structures, etc. for use by Supervisors in making decisions.

Receives revenue from tax collections, permit fees, fines and utility payments. Directs the recording and deposit of funds in proper accounts, manages investment of unused funds to the Township's best advantage.

Monitors and manages the operation of various State or Federal Grant projects or programs by explaining program operations to participants, expending funds in accordance with the grant contract, and maintaining records of project status and disposition of funds.

Purchases equipment and services assuring that major purchases are advertised, bid upon, and awarded in accordance with law as set forth in the Township Code.

Pays bills and other obligations upon approval of Supervisors, scheduling payments to the Township's advantage by observing due dates, discount periods, and maturity dates of invested funds.

Performs technical review of subdivision plans and land development plans. Makes appropriate recommendations to Township Planning Commission and Zoning Hearing Board. Take necessary action to carry out Commission and Board decisions.

Meets with employees and employee representatives to resolve grievances and to negotiate terms of collective bargaining agreements.

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.

Prepares the annual budget for review by the Supervisors by summarizing past expenditures, estimating costs of future needs, computing expected revenues and organizing data into required reporting format.

Maintains payroll and benefit records for all Township employees.

Periodically reconciles checking accounts, balances bookkeeping records, and assures the necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes.

Prepares fiscal reports for Supervisors periodically and upon request.

Monitors insurance coverage to insure that policies are renewed, new equipment covered, risks are minimized and best rates are obtained.

Prepares various reports required by state and federal government and by insurance carriers.

Maintains other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.

Performs other duties as assigned by Supervisors.

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 problems 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.