

The Assistant Township Administrator reports to the Township Administrator and is expected to perform highly specialized administrative and managerial oversight of all township departments.

### **Essential Job Duties and Responsibilities**

- Oversees the planning, development, and management of all aspects of human resources functions and many labor relations functions.
- Assists the Township Administrator with planning, coordinating, directing, and participating in the development and implementation of goals, objectives, policies, and procedures.
- Assists the Township Administrator in administering, enforcing, and executing the policies and resolutions of the Board of Trustees.
- Assists the Township Administrator in the preparation and administration of a comprehensive annual budget providing for the balancing of revenues and expenditures.
- Assists the Township Administrator in ensuring that staff practices all appropriate accounting controls and procedures in compliance with government accounting standards.
- Assists the Township Administrator in conferring with residents, taxpayers, businesses, and other individuals, groups, and outside agencies that have an interest, or potential interest, in affairs of Township concern.
- Assists the Township Administrator in conferring with department heads concerning administrative and operational problems and makes appropriate decisions and/or recommendations.
- Assists the Township Administrator in representing the Township at a variety of meetings and public functions as required and attends all meetings of the Board of Trustees at which his/her attendance is required.
- Assists the Township Administrator in supervising and directing the activities of the affairs of the divisions of Clearcreek Township government under the control or jurisdiction of the Board of Trustees.
- Assists the Township Administrator in coordinating Township activities with other governmental agencies and outside organizations.
- Assists the Township Administrator in selecting, supervising, training, and evaluating staff.
- Assists the Township Administrator in overseeing the competitive bidding process for Township activities by reviewing the preparation of specifications, RFPs, notices, advertisements.
- Assists the Township Administrator in conducting bid openings and pre-bid conferences, makes recommendations on awards, and checks references.
- Assists the Township Administrator in developing strategic short- and long-range plans, reviews and analyzes appropriate data, prepares studies and reports, and makes recommendations as the Board of Trustees deem necessary for decision-making purposes in conjunction with the Board of Trustees and appropriate employees.
- Assists the Township Administrator in overseeing the operations of the Township and manages compliance with legal and regulatory requirements; and
- Performs such additional related duties as assigned or as the Board of Trustees may determine by resolution.

- Provides high level support and guidance to department heads on various personnel policies and issues.
- Keeps abreast of federal, state, and local laws and regulations pertaining to personnel practices and labor law.
- Acts as representative on behalf of the Township Administrator, when necessary.

### **Qualifications**

- Typical experience includes five (5) years of progressively responsible relevant experience in an administrative, managerial, or senior staff capacity; in a substantially sized county, municipal, or township organization; and implementation and supervision of varied work programs.
- Minimum requirement of a bachelor's degree with a preference for a master's degree in public administration or business.
- Knowledge of modern township administrative methods and procedures; organization and functions; current social, political, and economic trends; and operating problems of county, municipal, and township government.
- Knowledge of the principles of effective public relations and inter-relationships with community groups and agencies, private businesses and firms, and other levels of government.
- Ability to interact effectively with the public and employees.
- Ability to provide effective leadership and coordinate the activities of the Township.
- Ability to analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Ability to appraise situations and people accurately and quickly.