

BUSINESS MANAGER

Definition – The Business 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 employee 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 staff. This employee 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 audit of financial records.

Duties

1. Directs the provision of Township services such as road maintenance, utilities, recreation facilities and land use controls.
2. Assists citizens by informing them of Township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible staff.
3. Compiles agenda for Supervisor meetings and attends meetings to provide advice and information.
4. Conducts research on other municipal programs, ordinances, fee structures, grants, etc. for use by Supervisors in making decisions.
5. Generates sewer billing, penalties and delinquent payments.
6. Receives revenue from tax collections, permit fees, fines and utility payments.
7. Directs the recording and deposit of funds in proper accounts and manages investment of unused funds to Township's best advantage.
8. Applies, 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.
9. Pays bills and other obligations upon approval of Supervisors. Schedules payments to the Township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
10. Searches out and applies for other sources of funds such as grants, loans, credits, discounts, etc. when appropriate.
11. Develops and implements administrative and operating procedures to meet Township needs and carry out approved policies.

12. Prepares the annual budget for review by Supervisors by summarizing past expenditures, estimating costs of future needs, computing expected revenues, and organizing data into required reporting format.
13. Prepares and maintains payroll and benefit records for all Township employees.
14. Periodically reconciles checking accounts, balances bookkeeping records, and assures that the necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes.
15. Prepares fiscal reports for Supervisors periodically and upon request.
16. Monitors insurance coverage to ensure that policies are renewed, new equipment is covered, risks are minimized, and best rates are obtained.
17. Prepares various reports required by the Commonwealth and federal government and by insurance carriers.
18. Maintains other records in accordance with retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
19. Performs other duties as assigned by Supervisors.
20. Answers inquiries from engineers, surveyors, architects, attorneys, real estate personnel, building contractors and the general public regarding land usage, zoning and related ordinances.
21. Reviews and approves or disapproves all Land Use Permits.
22. Performs zoning permit inspections, based on approved plans, to ensure compliance with zoning codes and regulations.
23. Conducts field investigations to determine compliance of properties with the codes and issues notices of violation or citations for non-compliance.
24. Testifies at hearings regarding notices of violation or citations issued to code violators.
25. Completes other duties as assigned by the Board of 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 complete the tasks and duties of the Secretary/Treasurer, Zoning Enforcement and Code Officer, Sewer Inspector and Road Foreman as needed on a short-term basis when directed by the Board of Supervisors.

- Ability to effectively motivate and direct the activities of other staff, 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 staff, 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 ensures smooth processing and efficient accomplishment of priority items.
- Ability to communicate effectively orally, in writing, and with technology.
- Ability to work flexible hours with evening meetings and work, as well as emergency response when required.

Minimum Education and Experience

A bachelor's degree in public administration, business administration or a related field and fifteen (15) years of experience in the administration of a business or a public agency, or any equivalent combination of education and experience.