

MILFORD TOWNSHIP JOB DESCRIPTION FORM

JOB TITLE: Office Manager / Township Secretary/Treasurer

Category: Exempt

Department: Administration

Title of Immediate Supervisor: Township Manager

Job Summary

This position oversees office functioning by supervising staff, attending to administrative details, and problem solving.

Work includes assembly of information such as MS-965, time sheet/payroll submission, quarterly state reporting, pension records, bidding documents, and assisting with development of budget and fiscal policy.

Assignments are received in the form of general outlines and the employee is expected to develop methods to achieve desired results. Accomplishments are judged by the Township Manager.

PRIMARY JOB DUTIES/ACCOUNTABILITIES

- Oversee all office staff
- Plan and organize workloads and staff assignments; train, motivate, and evaluate assigned staff; review progress and direct changes as needed. Manage and supervise assigned operations to achieve goals within available resources;
- Provide leadership and direction in the development of short and long range plans; gather, interpret, and prepares data for studies, reports, and recommendations; coordinate department activities.
- Provide professional advice to Manager; make presentations to staff, boards, and the general public.
- Assure that responsibilities are performed within budget; perform cost control activities; monitor revenues and expenditures to assure sound fiscal control; assist in preparation of annual budget; prepare studies for decision-making.
- Conduct research, procedural and administrative studies and prepare reports for courses of action.
- Represent the Township Manager and provide coordination for programs and services; review progress and take necessary action to resolve problems; follow up on assignments to determine progress or the extent of completion and prepare progress reports for the Township Manager
- Manage special programs funded by inter-governmental revenues. Prepares necessary documentation and confer with officials of other governmental levels.

- Participate in budget reviews and the development of the Manager's budget. Compile summary analysis and computations, attends budget review meeting
- Serve as Right To Know Officer
- Confer with citizens requesting service or making complaints in person or by telephone; investigates circumstances and disposes of cases in accordance with established policies and regulations.
- Serve as contact administrator for the municipal bidding process, ensuring all postings, advertising, mailings, specifications and awards are completed according to law.
- Act to relieve the Township Manager of detail by providing information to those requesting it, including township personnel, the representatives of state, federal, local and other groups, organizations and agencies; and to the general public in accordance with Township policy.
- Prepare grant applications for submission to proper agencies to secure funding for authorized improvements projects.
- Assist in the training and orientation of new personnel.
- Perform related duties as required.

JOB SPECIFICATIONS/COMPETENCIES

(Minimum Requirements)

Education: Bachelor's Degree, Graduate Degree and work related experience will all be considered.

Experience: Two to three years experience in governmental administration.

Computer Skills: Proficiency in Microsoft Office, QuickBooks, File Maker.

Knowledge: Knowledge of principles and practices of public administration.

Knowledge of the organization and functions of municipal government.

Knowledge of modern office management information systems.

Knowledge of current developments and trends in municipal management
And inter-governmental relations.

Abilities: Strong interpersonal and communication skills; proven experience expressing ideas effectively; both orally and in writing in the english language.

Ability to research, write and edit statistical, financial and factual information

Ability to exercise good judgment and tact in dealing with the public and in

settling problems.

Ability to learn new concepts and ideas concerning local government.

Ability to promote and establish effective work relationships.

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls and reach with hands and arms. The employee is required to use office machines such as computers, telephones, copiers, and other related office equipment.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work is generally performed in an office setting with a quiet environment. Occasionally the work is performed in a public meeting setting that may result in excess noise levels at times.

This position works a 40-hour workweek. Monday through Friday. Attendance at evening meetings may necessitate additional work hours.

SELECTION GUIDELINES

Formal application, rating of experience and education, oral interviews, reference checks, and job related tests might be used to evaluate a candidate's qualifications for this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description form does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.