



UPPER DARBY TOWNSHIP

100 GARRETT ROAD • UPPER DARBY, PA 19082-3135

Position Description: Chief Administrative Officer (CAO)

Department: Chief Administrative Officer (CAO)	Reports To: Mayor
Classification: Full-time	Exemption Status: Exempt
Bargaining Unit: Non-bargaining	Schedule: <u>Monday – Friday; 9am to 4:30pm with some flexibility for evenings and weekends at the discretion of the Mayor</u>

Summary/Objective:

The Chief Administrative Officer is responsible for administering the Township Operations. The Chief Administrative Officer is appointed solely on the basis of executive and administrative qualifications. The Chief Administrative Officer serves as the deputy to the Mayor and directs such departments, agencies and activities as delegated by the Mayor.

Duties/Responsibilities:

Essential duties:

- Performs high level administrative, technical and professional work in directing and supervising the administration of the day-to-day management of the Township in accordance with policy established by the Township Council, Township, state and Federal laws, regulations and guidelines.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Ensures an effective municipal organization, including recommending changes in organizational structure as appropriate
- Provides professional support to the Township Council by attending meetings to report on Township affairs, presents recommendations concerning policies and objectives, as well as specific actions, participates in discussion, and implements council decisions
- Represents the Township and meets and confers with citizens, business entities, elected officials and outside agencies to discuss Township policies, procedures and remedy problems and resolve inquires and complaints from both internal and external sources; and negotiates and resolves sensitive, significant and controversial issues.
- Manages the development and implementation of Township/departamental goals, objectives, policies and priorities within Township policy, appropriate service and staffing levels and allocates resources accordingly.

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- Manages the development and administration of the Township budget, revenue and expenditure forecasts of funds needed for staffing, equipment, materials and supplies; directs and approves expenditures in accordance with Township policy; and directs the preparation and implementation of budgetary adjustments as necessary.
- Stays abreast of new trends and innovation in the field of public management and administration.
- Advises the Township Council on matters of policy and maintains weekly, and more frequent if necessary, written communication with Council.
- Reviews and analyzes reports, legislation, court cases and related matters and directs or personally conducts studies, research and investigation on a wide variety of administrative and technical areas.
- Prepares and recommends long-range plans for Township service programs and develops specific proposals for action on current and future Township needs.
- Authorizes purchases and expenditures
- Assists with legal activities such as monitoring, drafting legislation, and coordinating with the Township Attorney
- Ensures the proper execution and oversight of Township contracts.
- And other duties as assigned by the Mayor, resolution, ordinance or law.

Supervisory Responsibilities

- Directly manages all Department Directors

Required Knowledge, Skills, and Abilities:

Fundamental abilities necessary to succeed in this position include:

- Knowledge of operational characteristics, services and activities of municipal administration and organization
- Knowledge of modern policies and practices of public administration; working knowledge of municipal finance, public works, public safety, community development, human resources, and economic development
- Knowledge of and skill in advanced principles and practices used municipal budget preparation and administration
- Skill in preparing and administering municipal budgets and programs
- Knowledge of pertinent Federal, State and local laws, Home Rule Charter, ordinances, statutes and regulations
- Ability to develop, implement and administer goals, objectives and procedures for providing effective and efficient services for the Township
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of established goals
- Ability to identify and respond to community and Township Council issues, concerns and needs
- Ability to communicate effectively with diverse groups of individuals using tact and diplomacy

Special Schedule:

- Be available as necessary, unless prior arrangements have been made

Required Education and Experience:***Minimum Requirements***

- Bachelor's degree in public administration, political science, business management or a closely related field from an accredited college or university
- At least seven (7) years of experience as City/Township Manager, Assistant City/Township Manager and/or executive experience; or an equivalent combination of education and experience.

Preferred Education and Experience

- Master's degree in Public Administration or closely related field
- At least 10 years senior level experience as a City/County Manager/Administrator, Assistant City Manager/Administrator or similar position
- ICMA Credentialed Manager
- Familiarity with Township laws and programs

Work Environment:

This position operates indoors in an office setting.

Physical Demands

The work is primarily of an intellectual nature but requires the employee to frequently sit, stand, walk, use hands, and talk or hear. This position requires the ability to operate a keyboard at efficient speed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Date

Human Resource signature