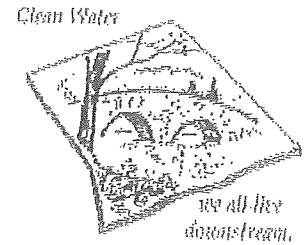


Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



EMPLOYMENT OPPORTUNITY

Job Title: Township Administrator

Location: Eldred Township, Monroe County, Pennsylvania

Position Overview: The Township Administrator is a newly created leadership role responsible for managing the daily operations of the Township, ensuring efficient and effective delivery of services to the community. The Administrator will be the liaison between the Board of Supervisors and various departments, staff, and the public. The Township Administrator will be responsible for fiscal management, strategic planning, and overseeing the implementation of policies and projects.

Key Responsibilities:

1. Administration and Operations:

- Oversee the daily operations of the Township, ensuring compliance with Local, State, and Federal regulations.
- Implement policies and directives from the Board of Supervisors.
- Coordinate and supervise Township departments, ensuring effective communication and collaboration.

2. Fiscal Management:

- Develop and manage the Township's annual budget in collaboration with department heads and the Board of Supervisors.
- Monitor financial performance and provide regular reports on budgetary status and financial forecasts.
- Provide and ensure accurate accounting and financial reporting in compliance with applicable standards and regulations including but not limited to processing of Accounts Payable, Invoicing, Accounts Receivable, Bi-weekly payroll, etc.

3. Grants Management:

- Identify and pursue grant opportunities to support Township projects and initiatives.
- Prepare and submit grant applications, ensuring all requirements and deadlines are met.
- Manage awarded grants, including tracking expenditures, preparing reports, ensuring compliance with grant terms and submission.

4. Community Engagement:

- Serve as the secondary point of contact for residents, addressing inquiries and resolving issues in a timely manner.
- Facilitate community meetings and public hearings, ensuring effective communication between the Township and its residents.
- Promote community involvement and public awareness of Township initiatives and services.

5. Strategic Planning:

- Assist the Board of Supervisors in developing and implementing long-term strategic plans for the Township.
- Conduct research and provide recommendations on policy and program development.
- Evaluate Township services and programs to ensure they meet the needs of the community.

6. Human Resources:

- Oversee personnel management, including recruitment, training, performance evaluations, and employee relations.
- Ensure compliance with employment laws and Township policies.

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, Accounting or a related field preferred; however all Education Levels will be considered along with experience.
- Minimum of **5** years of CONTINUOUS AND VERIFIABLE experience in municipal administration or a related public service field preferred.
- Strong knowledge of local government operations, budgeting, and financial management.
- Experience in grant writing and management preferred.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders, including elected officials, staff, and the public.
- Proficiency in Microsoft Office Suite and QuickBooks.
- Verifiable experience working and processing municipal payroll

Working Conditions:

- This position typically requires working in an office environment, with occasional evening or weekend meetings.
- The Township Administrator may need to attend off-site meetings and events as required.

Application Process: Interested candidates should submit a resume, cover letter, and references to info@eldredtwp.org. Applications will be accepted until March 15, 2025.

Eldred Township is an equal opportunity employer and encourages applications from all qualified individuals.