

**TOWNSHIP OF ELIZABETH  
ALLEGHENY COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 956**

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF  
ELIZABETH, ALLEGHENY COUNTY, PENNSYLVANIA, CREATING THE OFFICE  
OF TOWNSHIP MANAGER IN THE TOWNSHIP OF ELIZABETH AND PROVIDING  
FOR HIS/HER POWERS AND DUTIES**

WHEREAS, the Board of Commissioners of the Township of Elizabeth wish to create the Office of Township Manager as per Article XV, Section 1502 IV, of the First Class Township Code of the Commonwealth of Pennsylvania.

NOW, THEREFORE, be it ordained and enacted by the Commissioners of the Township of Elizabeth and it is hereby ordained and enacted as follows:

**Section 1. Creation of Office.** The Office of Township Manager is hereby created.

**Section 2. Appointment of Township Manager.** The Township Manager shall be appointed by a majority vote of the Board of Commissioners and the Commissioners shall fix his/her compensation. The Manager shall be appointed solely on the basis of executive and administrative qualifications. The Manager shall serve at the pleasure of the Board of Commissioners and may be removed at any time by a majority vote of the Commissioners and shall be given thirty (30) days written notice of such removal. The Manager need not be a resident of the Township.

**Section 3. Power and Duties of the Township Manager.** The Township Manager shall be the Chief Administrative Officer of the Township and shall be responsible to the Board of Commissioners for the proper administration of the affairs of the Township. To that end, the Manager shall have the power and duties as set forth in Exhibit "A", attached hereto and made part hereof.

**Section 4. Bond.** Before taking office and each year thereafter, the Township Manager shall furnish a fidelity bond in an amount set annually by the Board of Commissioners, conditioned upon the faithful performance of his/her duties, with a corporation licensed to do business in Pennsylvania as surety. The cost of such bond shall be paid by the Township.

**Section 5. Repealer.** All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

## **Exhibit "A"**

### **Township Manager Job Description**

**Manager:** Appointed by the Board of Commissioners, is a salaried position. Duties and responsibilities of the Township Manager include, but are not limited to:

- A. The Manager reports directly to the Board of Commissioners.
- B. Perform duties required as set forth in the First Class Township Code and other state laws and regulations.
- C. Attends all regular Township meetings and special meetings when required by the Board of Commissioners.
- D. Attend meetings of boards, commissions, authorities and other agencies and committees of and pertaining to the Township and/or adjacent municipalities when affecting the Township, as required and determined by the Board of Commissioners.
- E. Manager shall be the Chief Executive Administrative Officer of the Township, carry out and implement ordinances of the Township with respect to the management thereof. The Manager shall supervise and be responsible for the activities of all municipal departments, employees, and independent contractors, except the Police Department where such supervision and responsibilities are in conflict with the First Class Township Code or other laws.
- F. Manager shall be responsible to the Board of Commissioners for carrying out and implementing all policies and programs established by the Board.
- G. Manager may recommend for appointment, suspension, and/or termination of Township employees and appointed administrative officers except as otherwise provided by law or ordinance.
- H. Make recommendations to the Board of Commissioners concerning policy formulation, programs and procedures.
- I. Prepare and submit the annual budget to the Board of Commissioners no later than November 1, together with recommended tax rates and such explanatory comments as needed.
- J. Administer approved annual budget including preparation of a quarterly budget report.
- K. Report regularly and at least quarterly concerning the conduct of Township affairs and submit annually, no later than February 1, a general report on the status of the Township projects, programs, agencies, committees, commissions, authorities, and inter-governmental agreements and relationships for the previous year if requested by the Board of Commissioners.

L. Cooperate with news media concerning release of information on the conduct of Township affairs concerning policies, programs, and activities approved by the Board of Commissioners, except confidential matters relating to personnel, real or personal property purchases, contracts of employment, and other similar matters in a stage of negotiations, prior to acceptance and/or approval of the Board.

M. Supervise and be responsible for enforcement of laws and ordinances and regulations relating thereto, and in said capacity to be responsible for and direct the activities of the Secretary, Treasurer, Assistant Treasurer, Public Works Staff, Recreation and Park Maintenance Staff, Code Enforcement Officer(s), Zoning Officer(s), Building Permit Officer(s), and similar or other related offices, in accordance with the applicable laws and ordinances.

N. Prepare the agenda and all pertinent information for the Board of Commissioners' meetings, making the agenda available to the press and public where requested.

O. Coordinate the projects and activities of, and facilitate communication of, between and among Township municipal authorities, Planning Commission, Zoning Hearing Board, Recreation Board, and other agencies and committees to the extent consistent with law and ordinances.

P. Prepare specifications for advertisement and do other acts necessary for implementation of contracts for Township matters, subject to the approval and action of the Board of Commissioners.

Q. Perform such functions as are required under lease agreement, lease back, management agreements, or any other agreements with authorities with respect to the sewer and water operations.

R. Recommend to the Board of Commissioners a qualified person to act as Manager and to exercise the duties of Manager during temporary absence or disability of Manager, and to instruct and ensure adequate training and orientation of said temporary Manager.

S. Ensure compliance with federal, state and local laws and regulations with respect to occupational safety and hazards.

T. Shall be the responsible purchasing officer of the Township and shall purchase, in accordance with the provisions of the Township Code, all supplies and equipment for the various agencies, boards, departments and other offices of the Township. These duties may be delegated by the Manager.

U. Shall be responsible to keep an account of all purchases and shall from time to time, or when directed by the Board of Commissioners, make a full written report thereof. He / she shall also issue rules and regulations, subject to the approval of the Board, governing the requisition and purchasing of all municipal supplies and equipment.

V. All complaints regarding services or personnel of the Township shall be referred to the office of the Manager. He / she, or an officer designated by him / her, shall investigate and resolve such complaints and the Manager shall report thereon to the Board of Commissioners.

W. Prepare for and provide data and support for judicial and quasi-judicial proceedings.

X. Perform such other duties as required under the First Class Township Code and/or as directed by the Board of Commissioners.

Y. Monitor weather conditions and impose a temporary burn ban, for later ratification by the Board of Commissioners, when the threat of wild land fires is high.

Z. Declare local disaster emergencies, for later ratification by the Board of Commissioners, when in his / her judgment the threat or actual occurrence of a disaster is of threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby.

AA. Follow and enforce the mandates of the Elizabeth Township Employee Handbook.

BB. Residency in Elizabeth Township is not required.

CC. Education: Bachelors degree or an associate's degree with five year municipal experience particularly management experience is required to be considered for the Managers position.

DD. Continuing Education: The Manager should strive to remain abreast of new legislation that affects first class townships. Additional continuing education may include: NIMS Self Study Courses, Professional Managers Certification, Hazmat Operational Level Training, college courses related to business, planning, legal issues, etc., and LTAP and PSATS sponsored seminars that are applicable to Elizabeth Township. Other courses may be included if approved by the Board of Commissioners.

EE. Previous Experience: Preferred minimum of five years as a municipal manager or a related field of work. And an understanding of the rules and regulations that affect First Class Townships.

FF. Special skills, attitudes, or personality traits:

1. The ability to problem solve and communicate clearly both orally and written.
2. Ability to deal with the general public, including taking time to listen to their problems and explaining why certain rules and regulations are needed.
3. Valid Pennsylvania Driver's License.
4. Have general ability to understand plans related to design and planning.

5. Technology skills including being proficient in the use of Microsoft office, email, data bases, etc.
6. Ability to multi-task.
7. Ability to work with professionals, (i.e. Attorneys, Engineers)

**ORDAINED AND ENACTED** by the Board of Commissioners of the Township of Elizabeth this 3<sup>rd</sup> day of August 2020.



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Township Secretary  
Joelle Whiteman



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Board President  
Kyle Walk