



# ELIZABETH TOWNSHIP

522 ROCK RUN ROAD • ELIZABETH, PA 15037  
PHONE 412/751-2880 • FAX 412/751-6002

---

## Township Manager

### Elizabeth Township

Elizabeth Township is accepting resumes for a full-time Township Manager.

This position is responsible for overseeing the general function and projects of Elizabeth Township and is a high-level managerial role. A full and complete copy of the job description and essential job functions is included in this ad and is available upon request.

Elizabeth Township is an equal-opportunity employer.

If you wish to apply, please send your resume to Jessica Gronlund at:

[jgronlund@elizabethtwppa.com](mailto:jgronlund@elizabethtwppa.com)

*or*

ATTN Jessica Gronlund

522 Rock Run Road

Elizabeth, PA 15037

The deadline to apply in person or by mail is **March 21, 2025**.

For questions and additional information, please reach out to Jessica Gronlund at

[jgronlund@elizabethtwppa.com](mailto:jgronlund@elizabethtwppa.com) or 412.751.2880 x 1023.



# ELIZABETH TOWNSHIP

522 ROCK RUN ROAD • ELIZABETH, PA 15037  
PHONE 412/751-2880 • FAX 412/751-6002

---

## POSITION SUMMARY

- The Township Manager works under and reports directly to the Elizabeth Township Board of Commissioners. The Township Manager is responsible for the overall direction and coordination of municipal planning, administration, and affairs as delegated by the Board of Commissioners. This is a high-level supervisory, professional, and administrative role.
- Work is performed during regularly scheduled business hours, and attendance at monthly Board meetings is required. Additional after-hours work and meetings may also be required.
- This position is exempt under the Federal Fair Labor Standards Act

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Manages and supervises Township operations including but not limited to, administration, public works, code enforcement, sanitation, and engineering
- Formulates and implements policies, procedures, goals, objectives, rules, and regulations related to the administration of the Township under the guidance of the Board of Commissioners
- Attends all Board of Commissioners meetings with the right to participate in discussion and make reports, but not to vote
- Prepares meeting agendas and ensures proper posting and advertisement per the First-Class Township Code.
- Ensures compliance with First Class Township Code
- Makes such other reports regarding Township operations to the Board of Commissioners
- Acknowledges, executes, and properly files documents at the discretion of the Board of Commissioners



# ELIZABETH TOWNSHIP

522 ROCK RUN ROAD • ELIZABETH, PA 15037  
PHONE 412/751-2880 • FAX 412/751-6002

---

- Directs and confers with department heads to formulate and develop departmental plans including, but not limited to, finance, personnel, policy, discipline, and training
- Provides guidance and direction to department heads in accomplishing objectives and goals
- Participates in yearly budget planning and monitors budgetary spending throughout the year
- Manages Liquid Fuels reporting and budgeting
- Monitors state and county municipal maintenance contracts
- Promotes and maintains harmonious and cooperative working relationships with municipal officials, the public, citizens, and media
- Communicates with Contractors, Utility Companies, and County, State, and Federal agencies to ensure compliance with permits, reports, projects, grants, etc.
- Oversees and ensures compliance with all Township projects, internal and external
- Overseeing purchasing and expenditures in accordance with Federal, State, and Township codes and laws
- Maintains memberships and subscriptions with State and Local Associations and COGS
- Directs/delegates Township community and recreational events
- Attends training and developmental programs as requested by the Board of Commissioners
- Maintains systematic, complete accurate records of department activities, services, personnel, and property
- Coordinates with insurance carriers to maintain current insurance records related to vehicles, assets, workers compensation, etc.
- Recommends actions to the Board of Commissioners that are appropriate and necessary for the administration of Township affairs



# ELIZABETH TOWNSHIP

522 ROCK RUN ROAD • ELIZABETH, PA 15037  
PHONE 412/751-2880 • FAX 412/751-6002

---

- Serves as the Township's Open Records Officer
- Supervise and be responsible for the enforcement of laws and ordinances as related to Township employees
- Ensures compliance with all CDL regulations, including mandatory drug testing
- Prepare specifications for advertisement and carry out other acts necessary for the implementation of contracts for Township matters, subject to approval and action of the Board of Commissioners
- Prepare and submit grants, ensures grant compliance, and completes required reporting
- Ensures compliance with federal, state, and local laws and regulations with respect to human resources, occupational safety and hazards, and municipal reporting
- Follow and enforce the mandates of the Elizabeth Township Employee Handbook
- Performs such other duties as may be required by the Board of Commissioners

## QUALIFICATION REQUIREMENTS

### *Education and Experience*

- Valid PA Drivers License
- Graduation from an accredited four-year college or university with a degree in public administration, management, or a closely related field preferred
- Relevant municipal management/administrative experience or closely parallel experience
- Ability to plan, organize, and direct programs and activities in a managerial fashion



# ELIZABETH TOWNSHIP

522 ROCK RUN ROAD • ELIZABETH, PA 15037  
PHONE 412/751-2880 • FAX 412/751-6002

---

## *Computer Skills*

- Microsoft Office automation software including Word, Excel, and Outlook; GIS software; Quick Books Accounting

## *Hard Skills*

- Project Management
- Database Management
- Budgeting
- Accounting
- Customer Service

## *Soft Skills*

- Problem Solving
- Multi-tasking
- Professional Demeanor
- Adaptability
- Critical Thinking
- Conflict Resolution
- Time Management
- Teamwork
- Communication

## **PHYSICAL DEMANDS**

- Extended periods of sitting or standing
- Occasional need to lift and/or move up to 25lbs
- Reasonable accommodations may be made to enable individuals with disabilities to perform necessary job functions

## **NOTES**

- Job duties, requirements, and expectations are subject to change and evolve as the direction of the board changes.



# ELIZABETH TOWNSHIP

522 ROCK RUN ROAD • ELIZABETH, PA 15037  
PHONE 412/751-2880 • FAX 412/751-6002

---

## PAY

- This is a salaried position that can pay \$100,000.00 - \$120,000.00 yearly based on relevant experience.