

Lower Salford Township

Job Description

Title: Special Projects Coordinator

Department: Administration

Reports To: Township Manager

Status: Full-Time Regular, Exempt

Purpose: Administers special projects, grants, and public information

April 2024

ESSENTIAL FUNCTIONS:

- Serves as Township Grant Administrator: researches, prepares & compiles grant applications for submission to proper agencies and budget requests to secure funding for designated projects required.
 - Administer & implement grant-funded projects and programs, including project implementation, grant administration, project reporting & project close-out.
- Maintains municipal communications with its residents by providing public information through the following sources:
 - Maintaining, organizing, updating format of the Township's website
 - Compiling articles & pictures for the bi-annual newsletter
 - Social media posting
 - Facebook
 - YouTube
 - Creating & sending Constant Contact emails
 - Text alerts through ReadyMontco
- Serves as the administrator of Township contracts and contracted services for all departments including Public Works and administration, including building maintenance, building trash & recycling collection, plumbing & HVAC, and others as they may arise.
- Administers the public bidding process, cooperative purchasing, and disposal of used vehicles and equipment, pursuant to State and Second-Class Township Code guidelines.
 - Works with appropriate staff members on developing contract specifications and manages the bidding process up to and including recommendations for award.
 - Manages cooperative contracts for rock salt, fuel, heating oil, and materials.
 - Manages MuniBid process for disposal of Township vehicles and equipment.
- Serves as the administrator for the Township's Safety Program.
 - Chairs the Safety Committee and is the liaison to the Township's insurance provider for all things safety related.
 - Develops and implements recommended safety programs to ensure the health, safety and welfare of Township employees and the general public.
- Coordinates and implements, in consultation with staff, the Township's employee training program for Administration, Zoning and Code Enforcement, and Public Works.
 - Training providers include DVT, LTAP, PA One Call, PSATS, PA Dept. of Agriculture, PADEP, among others.
- Assists the Township Manager with annual budget preparation and presentation to the Board of Supervisors as well as various other projects that may arise.

- Provides support for Public Works, and other departments, in researching purchasing options (vendors, suppliers, cost effectiveness) for large capital expenditures through COSTARS and SourceWell programs.
- Coordinate information with co-workers, department heads, elected officials, outside agencies, residents, schools, churches, civic organizations, and other community groups as needed to ensure thorough efforts are made to communicate with residents.
- Attends meetings, sometimes prior to or after working hours, as requested; including outside organizations at offsite locations.
- Interacts with all aspects of the municipality, including, but not limited to co-workers, contractors, engineers, outside agencies, and the public (both in person and phone) asking questions to obtain information.
- Other duties and responsibilities as may from time to time, be assigned.

Additional job functions:

- Speaks with citizens regarding complaints and helps try to resolve them.
- Represent the Municipality with appropriate local, regional, state, and federal agencies as directed from time to time.
- Utilize and develop a Township-wide mailing and contact list for print communication and other outreach efforts.
- Works closely with the Township Manager, Public Works Director, and the Assistant to the Township Manager on assigned tasks as needed.

Education

- Graduation from an accredited college with a bachelor's degree in public administration, business management, accounting, planning or related field of study.
- Master's Degree preferred.

Experience

- Municipal experience preferred. Management experience is desirable.

License

- The appointee will be required to possess a valid driver's license.

Abilities

- Identify and resolve problems.
- Prepare clear, concise, and comprehensive reports and memoranda.
- Prepare extensive correspondence in the course of official duties.
- Promote, establish, and maintain effective work relationships.
- Coordinate preparations required for various items such as bid specifications, Township newsletters, and reports.
- Knowledge of: Windows operating system and computer software applications including (Word, Excel, Access, Power Point and Publisher) Adobe In-Design, Word Press, ArcView or Traisr (GIS geographic information system).

Working Conditions/physical demands

- 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 disability 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 handle, or feel objects, tools or controls: and reach with hands and arms. The employee is required to use office machines such as computers, calculators, telephone and other related office equipment. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work is usually performed in an office setting with a quiet environment. Occasionally the work is performed in a public meeting setting which may result in excess noise levels at times.

- The position works a 40-hour work week, Monday through Friday. Attendance at evening meetings may necessitate additional work hours.

Selection Guidelines

- Formal application, rating of education and experience, oral interview, reference check, pre-employment drug and alcohol screening and criminal history check may be used to evaluate a candidate's qualifications for this position.

Disclaimer

- The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job. This job description does not constitute an employment agreement between Lower Salford Township and employee, and may be revised as the duties of the position evolve.
- Lower Salford Township is an Equal Opportunity Employer. In accordance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Township provides reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Township.
- I hereby certify that I have read this job description and fully understand the essential functions and job requirements contained herein; and I am qualified to perform the essential functions and requirements of this job, with or without reasonable accommodation.

Employee Name (print)

Supervisor Name (print)

Employee Signature

Supervisor Signature

Date

Date