

CAREER OPPORTUNITY



Operations Administrator

Barrett Township, PA • Second Class Township

Position Summary

The Operations Administrator serves as the chief administrative officer of the Township, responsible for overseeing daily municipal operations and implementing policies established by the Board of Supervisors in accordance with the Pennsylvania Second Class Township Code. This position provides strategic leadership in financial management, grant development, personnel oversight, operational efficiency, and long-term capital planning. The Operations Administrator ensures that Township operations are conducted efficiently, transparently, and in compliance with applicable laws and regulations. The position operates under the direction of the Board of Supervisors and is accountable through regular reporting, financial audits, and performance evaluation.

Strategic Administration & Policy Implementation

- Implements policies, resolutions, and directives adopted by the Board of Supervisors.
- Advises the Board on operational, financial, and administrative matters.
- Develops and maintains standard operating procedures (SOPs) to improve efficiency and transparency.
- Conducts research and prepares reports to support informed decision-making.
- Coordinates township operations to ensure effective service delivery across departments.

Financial Management & Capital Planning

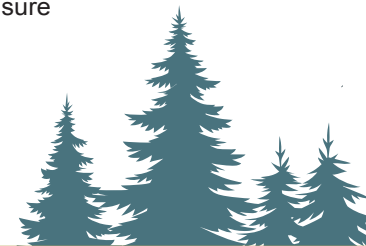
- Oversees maintenance of township financial records in coordination with the Township Treasurer and Secretary as required under the Second Class Township Code.
- Prepares financial reports for the Board of Supervisors.
- Assists in preparation and strategic development of the annual budget prior to Board adoption.
- Monitors revenues and expenditures to ensure fiscal responsibility.
- Ensures purchasing, bidding, and contract procedures comply with state law.
- Assists in development and maintenance of a multi-year capital improvement plan.

Grant Writing & Funding Strategy

- Identifies, researches, and strategically prioritizes grant opportunities aligned with Township goals.
- Prepares, writes, and submits competitive grant applications at the local, state, and federal levels.
- Coordinates grant strategy with the Board of Supervisors and relevant consultants or engineers.
- Oversees grant compliance, reporting, documentation and audit readiness.
- Develops long-term funding strategies to reduce tax burden and support infrastructure improvements.

Personnel Administration

- Supervises Township employees in accordance with policies adopted by the Board.
- Recommends hiring, discipline, and termination actions to the Board of Supervisors as permitted under applicable law.
- Implements personnel policies and promotes professional development.
- Organizes staff responsibilities to ensure operational effectiveness.



Public & Intergovernmental Relations

- Serves as a professional administrative liaison between the Township, residents, businesses, and governmental agencies.
- Responds to citizen inquiries and resolves or routes concerns appropriately.
- Represents the Township in meetings, grant discussions, and intergovernmental coordination as directed by the Board.
- Communicates clearly through written reports, public presentations, and administrative correspondence.

Event & Facility Rental Administration

- Manages scheduling and coordination of daily and hourly rental space for township-sponsored or approved events.
- Oversees reservation procedures, rental agreements, and fee collection in accordance with adopted township policies.
- Ensures rental activities comply with township regulations and insurance requirements.

Required Qualifications

- Bachelor's degree in Public Administration, Business Administration, Finance, or related field.
- Minimum of three (3) years of progressively responsible administrative experience in municipal government, public administration, or related management field; or an equivalent combination of education and experience.
- Knowledge of the Pennsylvania Second Class Township Code and municipal governance principles.

- Strong knowledge of public finance, budgeting, and grant writing/management.
- Strong leadership, organizational, and communication skills.

Governance Clarification

This position does not diminish the authority of the Board of Supervisors as established under the Pennsylvania Second Class Township Code. The Operations Administrator operates under Board direction and does not independently establish policy.

Please email or mail/drop-off cover letter & resume to Barrett Township Board of Supervisors at

EMAIL
info@barretttownship.com

MAIL
Barrett Township Board of Supervisors
1200 Route 390
Cresco, PA 18326

