

Chapter 29**MANAGER AND ASSISTANT MANAGER****§ 29.1. Township Manager.****§ 29.2. Assistant Township Manager.**

[HISTORY: Adopted by the Board of Commissioners of the Township of Upper St. Clair 4-5-76 as part of Ord. No. 416. Amendments noted where applicable.]

GENERAL REFERENCES

Township Manager - See Charter, Art. VI.

Definitions and rules of interpretation - See Ch. 3.

Government organization - See Ch. 13.

§ 29.1. Township Manager.

29.1.1. Appointment. In accordance with §§ C-601 and C-603 of the Home Rule Charter, a Township Manager shall be appointed to be the chief administrative officer of the township.

29.1.2. Powers and duties. The Township Manager shall be responsible to the Board of Commissioners for the administration of all township affairs and shall have the powers and duties specified in § C-602 of the Home Rule Charter and this Administrative Code.

29.1.3. Delegation of authority. The Township Manager may designate an employee to exercise the duties of the Manager in accordance with § C-604 of the Home Rule Charter.

29.1.4. Emergency Powers. The Township Manager shall be authorized to take necessary actions to suppress mobs, riots or tumultuous assemblies, or to give aid and relief as a result of any disaster or emergency. These actions shall be in accordance with the Emergency Management Plan prepared by the Township Manager in accordance with the Emergency Management Services Act of 1978 as amended and Section C-602 of the Home Rule Charter. **[Added 10-3-88 by Ord. No. 1355]**

§ 29.2. Assistant Township Manager.

29.2.1. Establishment of position. The position of Assistant Township Manager is hereby established in accordance with § C-605 of the Home Rule Charter.

29.2.2. Appointment; removal.

29.2.2.1. In accordance with §§ C-605 and C-309B of the Home Rule Charter, an Assistant Township Manager shall be appointed by the Township Manager.

29.2.2.2. The Assistant Township Manager may be removed by the Township Manager at any time, with or without cause and without hearing.

29.2.3. Qualifications. Qualifications for the Assistant Township Manager shall be based solely on education, experience and administrative ability necessary for the position.

29.2.4. Responsibilities and obligations.

29.2.4.1. The Assistant Township Manager shall have those responsibilities and obligations which may, from time to time, be assigned to him by the Township Manager, consistent with § C-602 of the Home Rule Charter and this Administrative Code.

29.2.4.2. The Assistant Township Manager may, when authorized by the Township Manager, sign checks and drafts in amounts not to exceed one thousand dollars (\$1,000.).