

**LEGAL NOTICE  
CARROLL TOWNSHIP  
YORK COUNTY, PENNSYLVANIA**

**REQUEST FOR RESUMES  
FOR CARROLL TOWNSHIP SUPERVISOR**

**DUE MONDAY 1PM (EST), MAY 23, 2016**

**I. PURPOSE AND INTENT**

Carroll Township, York County, is requesting resumes for the vacant position on the Township Board of Supervisors. Applicants should submit a written resume to Carroll Township, 555 Chestnut Grove Road, Dillsburg, PA 17019.

**II. RESUME SUBMISSION**

An original and five (5) full, complete and exact copies of each resume shall be submitted and addressed to:

Faye Romberger, Secretary/Treasurer  
Carroll Township  
555 Chestnut Grove Road  
Dillsburg, PA 17019

The resumes must be received via mail or hand delivery, no later than 1:00 p.m. Monday, May 23, 2016. Envelopes must be sealed and marked "Township Supervisor Resume." Resumes submitted only by facsimile or email will not be accepted.

Any inquiries concerning this resume should be submitted to the Township Secretary/Treasurer.

All information and documents submitted in response to this solicitation shall be available to the general public. The Township reserves the right to reject any or all resumes, with or without cause, and waive any irregularities or informalities in the resumes. The Township further reserves the right to make investigations as it deems necessary to the qualifications of any and all applicants submitting resumes. The Township reserves the right to re-solicit resumes.

### III. DUTIES

1. Perform duties of a Township Supervisor for a Second Class Township in accordance with the laws of the Commonwealth of Pennsylvania.
2. Primary duties and functions of the Township Supervisor include:
  - (a) Be charged with the general governance of the Township and the execution of legislative, executive and administrative powers in order to ensure sound fiscal management and to secure the health, safety and welfare of the citizens of the Township.
  - (b) Have the responsibility for maintenance of township-owned equipment and facilities.
  - (c) Employ persons as may be necessary for the general conduct of the business of the township and provide for the compensation, organization, and supervision of the persons so employed. Records shall be kept and reports made and filed giving the names of all persons employed, dates on which work was done and the number of hours worked with compensation paid to each person and the capacity in which employed.
  - (d) Authorize attendance at conferences, institutes, schools and conventions. Any Supervisor, elected or appointed officer or Township Employee may if directed by the Board of Supervisors attend any conference, institute, school or convention dealing with the duties and functions of elected or appointed officers or employees. The expenses for attending the meeting may be paid by the township and are limited to the registration fee, mileage for use of a personal vehicle or reimbursement of actual transportation expense going to and returning from the meeting plus all other actual expenses that the Board of Supervisors agrees to pay. Every attendee shall submit to the Board of Supervisors an itemized account of expenses incurred at the meeting. The Board of Supervisors may authorize employees to be compensated at their regular employee rate, and auditors to be compensated at the rate of ten dollars (\$10) for each hour up to a maximum of five hours per, during their attendance at the meeting.
  - (e) Annually, on or before the first day of February, furnish to the Board of Auditors information on the construction or maintenance of roads or other matters that may be required by any department of the Commonwealth to be included in the annual township report.
  - (f) Provide for the annual tax duplicate to be prepared and presented to the tax collector.
3. Perform duties and exercise powers as may be imposed or conferred by law or the rules and regulations of any agency of the Commonwealth.
4. Be an elector of the Township and have resided in Carroll Township continuously for at least one year prior to the appointment.

#### IV. MINIMUM QUALIFICATIONS

Must demonstrate the ability or provide the following:

1. Perform the duties of a township supervisor.
2. Provide references regarding supervision background and, as well as general references.
3. Provide resume and cover letter indicating your supervising experience and why you want to be a Supervisor for Carroll Township. Describe how you see yourself handling the duties of Township Supervisor. Provide any other writings you feel are pertinent to demonstrate your abilities.

#### V. CONFLICT OF INTEREST

The Successful Township Supervisor shall not have conflicts of interest within the Township, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the resume submission, if any.