

# **JOB POSTING**

## **Township Manager**

### **West Vincent Township, Chester County, Pennsylvania**

West Vincent Township, located in Chester County, Pennsylvania, is a second-class township with approximately 5,000 residents, situated within the greater Philadelphia area in southeastern Pennsylvania. Nestled in the scenic Chester County, the Township is known for its rolling hills, historic landmarks, and natural beauty. With a dedicated and supportive team and an annual budget of around \$4.5 million, West Vincent Township is committed to providing exceptional services to its community.

### **Position Overview**

The Township is looking for an innovative and experienced Township Manager to lead its daily operations. This key role involves implementing policies, managing administrative staff, and ensuring the efficient delivery of services to residents. The ideal candidate will possess strong leadership abilities, excellent communication skills, and a comprehensive understanding of municipal operations and governance. They will be proactive in driving projects forward and securing external resources and grants. The Township seeks a leader who values collaboration, encourages input from others, and fosters empathy in interactions with staff, residents, and community stakeholders.

### **Job Responsibilities**

As Township Manager, you will be responsible for overseeing a variety of critical functions to ensure the efficient operation of West Vincent Township, with a strong emphasis on delivering customer service. Your duties will include executing the policies and directives set forth by the Board of Supervisors and transforming their vision into actionable objectives for the township. You will manage the recruitment, training, and performance evaluation of administrative staff, ensuring professionalism and operational efficiency across the organization. A key responsibility is ensuring compliance with all applicable laws, regulations, and internal policies while maintaining the highest standards of legal and ethical conduct. You will collaborate with elected officials, township staff, and the community to address concerns, set priorities, and contribute to the overall progress and development of West Vincent Township.

## **Qualifications, Education, and Experience**

The ideal candidate will have a bachelor's degree in public administration, Political Science, Business Administration, or a related field, with a master's degree preferred. Candidates should possess at least five years of experience in municipal management or a related field, with a comprehensive understanding of local governance and its complexities.

## **Compensation**

The salary for this position is negotiable based on qualifications and experience and includes a competitive benefits package. Interested candidates must submit an electronic cover letter, résumé, and three professional references to [jobs@westvincentwp.org](mailto:jobs@westvincentwp.org) by December 20, 2024.

West Vincent Township is an equal opportunity employer committed to fostering a diverse workforce. The Township does not discriminate based on race, religion, age, gender, sexual orientation, gender identity, national origin, disability, or any other status protected by federal or state law.