

JOB POSTING

Township Manager

Dickinson Township, Cumberland County, Pennsylvania

Dickinson Township, a second-class municipality in Cumberland County, is located just southwest of Carlisle Borough and has approximately 5,500 residents. Situated 15 miles west of downtown Harrisburg, the Township offers a blend of rural and suburban living, supported by a dedicated public works team and a budget of around \$2 million. Dickinson Township is committed to delivering exceptional services to its community.

Position Overview

The Township seeks a forward-thinking and experienced Township Manager to oversee its daily operations. This individual will be key in implementing policies, managing administrative staff, and ensuring efficient service delivery to residents. The ideal candidate will demonstrate strong leadership, excellent communication skills, and a deep understanding of municipal operations and governance. They will be proactive in advancing projects and securing external resources and grants. The Township seeks a leader with a democratic leadership style who values input from others, fosters collaboration, and demonstrates empathy in interactions with staff, residents, and community stakeholders.

Job Responsibilities

As Township Manager, you will oversee a wide range of essential functions that ensure the smooth and efficient operation of Dickinson Township, with a strong focus on customer service. Your responsibilities will include implementing the policies and directives established by the Board of Supervisors and translating their vision into actionable goals for the township. You will supervise the recruitment, training, and performance evaluation of administrative staff, upholding high standards of professionalism and ensuring operational efficiency. Additionally, you will manage the preparation and execution of the township's budget, ensuring financial stewardship and alignment with the needs of the community. A key aspect of this role is ensuring compliance with all relevant laws, regulations, and internal policies, maintaining the highest levels of legal and ethical conduct. You will also work collaboratively with elected officials, township staff, and community members to address concerns, set priorities, and drive the overall advancement of Dickinson Township.

Qualifications, Education, and Experience

The ideal candidate will hold a bachelor's degree in Public Administration, Political Science, Business Administration, or a related field. A master's degree is preferred. Candidates should have at least five years of experience in municipal management or a related area and a thorough understanding of local governance and its complexities.

Compensation

The salary for this position ranges from \$100,000 to \$120,000, depending on education and experience. The position also includes a competitive benefits package. Interested candidates should submit an electronic cover letter, résumé, and three professional references to jobs@keystonemunicipalsolutions.com by December 20, 2024.

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