

JOB POSTING

Township Manager

Spring Garden Township, York County, Pennsylvania

Situated close to York, this progressive First-Class Township has a population of about 14,000 residents and stands as a prominent first-tier suburb. Dedicated to delivering exceptional services to their community, they prioritize development and eagerly embrace future opportunities. In line with their commitment to advancement, they are currently in search of a Township Manager to spearhead their administrative team.

Position Overview

As the Township Manager, you will act as the dedicated executive leader of the Township, responsible for managing day-to-day operations and executing policy objectives and goals established by elected officials. Reporting directly to the Board of Commissioners, you will collaborate with relevant Township departments and staff to streamline operations and ensure the efficient delivery of services.

Job Responsibilities

The Township Manager's principal duties include acting as the Recording and Corresponding Secretary at the direction of the Board of Commissioners, preparing agendas and minutes for Board meetings and representing the Township at designated functions. Additionally, they are responsible for preparing the yearly budget, reviewing the budget performance of all departments, and approving invoices while maintaining records per Township policies. The Manager also employs experts and consultants with Board approval, ensures compliance with Township ordinances, permits, and privileges, and maintains public relations contacts with residents and stakeholders. The Manager delegates responsibilities to Department Directors, supervises administrative staff, and coordinates the activities of all Township departments. Furthermore, the Manager reviews applications makes hiring recommendations to the Board of Commissioners for Township employees, and develops and updates training plans for municipal employees. The Manager prepares short-term and long-range objectives for Board approval, investigates, and presents recommendations for grant programs, and implements capital improvements programs and miscellaneous duties as assigned by the Board of Commissioners.

Qualifications, Education, and Experience

The position requires a candidate with a bachelor's degree in public administration, business administration, or a related field, and a minimum of three years of experience in business or public agency administration, or an equivalent mix of education and experience.

Compensation

Spring Garden Township offers a competitive salary and benefits package commensurate with qualifications and experience. If you meet the qualifications outlined above and are passionate about public service, we encourage you to apply and be a part of making a meaningful impact on our community as Township Manager. Interested candidates can email a resume, cover letter, and three professional references to employment@sgtwp.org by June 14, 2024.