

JOB POSTING

Township Manager

Upper Providence Township, Delaware County, Pennsylvania

Upper Providence Township, a home-rule municipality in Delaware County just north of Media Borough, has about 10,000 residents. Situated 15 miles west of downtown Philadelphia, the Township boasts a vibrant community and a budget of around \$7.4 million. With a police force of 18 officers and a dedicated public works crew, Upper Providence Township is committed to providing excellent services to its residents.

Position Overview

They are seeking a dynamic and experienced Township Manager to oversee the day-to-day operations of Upper Providence Township. The Township Manager will be instrumental in implementing policies, managing administrative staff, and ensuring the efficient delivery of services to our community. The ideal candidate will possess strong leadership skills, excellent communication abilities, and a comprehensive understanding of municipal operations and governance.

Job Responsibilities

As Township Manager, you will be responsible for a wide range of essential duties crucial to the smooth operation of Upper Providence Township. This includes implementing policies and directives established by the Township Council and ensuring that the vision and objectives set by local governance are effectively carried out. You will play a pivotal role in supervising and managing administrative staff, overseeing their recruitment, and training, and conducting performance evaluations to maintain a high standard of professionalism and efficiency within the workforce. Also, you will be critical in overseeing the development and execution of the township budget, ensuring fiscal responsibility and alignment with community needs and priorities. Moreover, you will be entrusted with ensuring compliance with relevant laws, regulations, and municipal operations policies, upholding the highest standards of legal and ethical conduct. Your role will also involve close collaboration with elected officials, staff, and community members to address township issues and priorities, working collectively towards the betterment of Upper Providence Township.

Qualifications, Education, and Experience

The ideal candidate for the Township Manager position at Upper Providence Township will possess a bachelor's degree in public administration, Political Science, business administration, or a related field, with a master's degree preferred. Also, candidates should have at least 5 years of experience in municipal management, administration, or a related field, showing a comprehensive understanding of the complexities of local governance.

Compensation

The salary for this position depends on the candidate's education and experience. Furthermore, the compensation package includes competitive benefits. To apply, please email your electronic cover letter, résumé, and three professional references to the Manager's Office at managerjob@upperprovidence.org by June 21, 2024.

Upper Providence Township is an equal employment opportunity employer and is committed to a diverse workforce. The Township does not discriminate based on race, religion, age, gender, sexual orientation, gender identity, national origin, disability, or any other categories protected by applicable federal or state law.