

# **JOB POSTING**

## **Township Manager**

### **Susquehanna Township, Dauphin County, Pennsylvania**

Susquehanna Township, a First-Class Township in Dauphin County, Pennsylvania, spans 17.3 square miles and was established in 1815. Nestled amidst its picturesque landscape are the majestic Susquehanna River and the sprawling Capital Area Greenbelt. Adding to its charm, the Township boasts various community parks including attractions, including the esteemed National Civil War Museum. Adjacent to the state capital, Harrisburg, Susquehanna Township thrives with 26,750 residents. Despite its modest size, the Township operates with efficiency and dedication, employing 75 full-time staff members and managing a \$30 million annual budget. Notably, the Township has seen only four managers in the past 48 years, a testament to its stable leadership. Guided by a forward-thinking and supportive Board, Susquehanna Township continues to progress and prosper.

### **Position Overview**

The Township Manager is the dedicated executive leader of the Township, responsible for managing daily operations and executing policy objectives established by elected officials. Reporting directly to the Board of Commissioners, the Manager supervises Township departments and staff, ensuring smooth coordination and direction across various sectors including Finance, Public Works, Police, Fire, Codes, Parks and Recreation, and Community and Economic Development. With a focus on efficient and effective service delivery, the Manager oversees the general direction of this comprehensive government entity.

### **Job Responsibilities**

The Township Manager's principal duties include acting as the Township Secretary under the direction of the Board of Commissioners, preparing agendas and minutes for Board meetings, and representing the Township at designated functions. Additionally, the Manager is 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 and recommends candidates for hire to the Board of Commissioners, develops and updates training plans for municipal employees, and prepares reports for other governmental units while attending professional association meetings. The Manager prepares short-term and long-range objectives for Board approval, investigates, and presents recommendations for grant programs, and implements capital improvements programs. The Manager also programs major expenditures from a cash flow viewpoint, meets with developers and business groups involved in economic development, and performs other miscellaneous duties as assigned by the Board of Commissioners.

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

An example of acceptable qualifications for this classification is completion of an undergraduate degree in public administration or a related area from an accredited four-year institution; a graduate degree in public administration or a related area preferred; and a minimum of seven (7) years of experience in local, state, or federal government or related field. A combination of equivalent experience and education may be considered.

### **Compensation**

Susquehanna Township offers a competitive compensation package, with salary negotiable depending on the experience and professional assets the candidate offers to the Township. To apply, please email your electronic cover letter, résumé, and three professional references, to the Office of the Executive Assistant at [lhoffman@susquehannatwp.com](mailto:lhoffman@susquehannatwp.com). by July 1, 2024.

Susquehanna Township is an equal employment opportunity employer 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.

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