



## **CALN TOWNSHIP MANAGER JOB POSTING**

July 31, 2023

Caln Township, located in Thorndale, PA in Chester County, seeks an experienced Township Manager to lead a First Class Township of approximately 14,428 residents in 9 square miles. The Township's government provides a wide range of services to reflect a unique mix of history and progress and is widely recognized for its efforts to provide a high quality of life and participatory government for its residents. The Township owns Ingleside Golf Club and has over 200 acres of green space and parks. The Township operates with an approved 2023 total overall budget of approximately \$14 million, \$8.5 million general fund operating budget, with approximately 53 full time equivalent staff and two unions.

The Township Manager is the Chief Administrative Officer and Township Secretary, appointed by a five (5) member Board of Commissioners (BOC) with staggered four (4) year terms. The Manager reports to the BOC and will be an outstanding communicator who provides reasoned and sound recommendations for the BOC' consideration. The Manager, who embraces open government and transparency, is a highly visible position within the Township and is responsible for implementing all policies set by the BOC and the general oversight of all the Township's day to day operations. The position will assume management responsibility, leadership, and accountability for, but not limited to: administrative staff, financial management, public works, building and life safety, solid waste and recycling services, police and fire/emergency medical services, sanitary sewer, storm water, transportation, infrastructure, parks and recreation, grant administration, public communication and labor management relations.

Work involves supervising, directing, and coordinating all departments and activities of the Township to ensure operations are in conformance with policy directives, rules, regulations, and the Pennsylvania First Class Township Code as well as providing excellent municipal services. The Manager attends day and evening meetings with the BOC, various boards and commissions, governmental authorities, department heads, and other meetings as required.

The following skills and competencies are required for this position:

- A high level of successful performance in municipal management. Demonstrated and verifiable experience developing, managing, and balancing an annual operating and capital expenditure budget of similar complexity to the Township's is required.
- A progressive record of strong, open professional administrative leadership in a similar community or organization.

- Demonstrated/verifiable experience utilizing sound and effective leadership techniques to establish goals and achieve results within financial and other resource limits, a proven record of leading with high personal integrity and ethical behavior and a record of successful labor/management issues and contract negotiations are important considerations.
- A Bachelor's degree from an accredited college/university in public or business administration, finance, planning or a related field is required. Master's Degree in Public or Business Administration, Political Science, or a closely related field or an Equivalent Degree strongly preferred.
- A minimum of five (5) years of direct experience as a municipal manager or assistant manager/senior executive, with experience in planning, organizing, and directing administrative, operational services and municipal finance administration or an equivalent combination of education and qualifying experience.
- The Manager must give bond and will need to drive a vehicle to township locations and must have a valid driver's license.

Salary Range is \$145,000 - \$165,000 with a competitive compensation and benefits package commensurate with knowledge, skills, abilities, qualifications, and experience. The final candidate's hire is contingent upon successful completion of a comprehensive background check/verification.

Applicants should submit cover letter and resume in one document to Roseann McGrath at [Roseann@rmcgrathconsulting.com](mailto:Roseann@rmcgrathconsulting.com). This position is open until filled, with the first review of applicants no later than August 31, 2023.