



EASTTOWN TOWNSHIP MANAGER JOB POSTING

December 6, 2022

Easttown Township, located in Devon, Chester County (home of the Devon Horse Show) seeks an experienced Township Manager to lead a progressive Second Class Township with a population of approximately 11,000 in 8.2 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 remains committed towards preserving open space and the historical significance of the Township to provide a great community to work and live. The Township operates with an approved 2022 total overall budget of approximately \$15.8 million with approximately 30 full time equivalent staff and two unions.

The Township Manager is the Chief Administrative Officer, Secretary and Right-to-Know Officer of the Township, appointed by a five (5) member Board of Supervisors (BOS) with staggered six (6) year terms. The Manager reports to the BOS and will be an outstanding communicator and innovative leader who provides reasoned and sound recommendations for the BOS' 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 BOS 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 public safety, financial management, transportation infrastructure, codes, planning and zoning, public works, parks and recreation, library, wastewater, engineering, problem solving, managing contracts and bids, grant administration, storm water/flood management, public communications/social media platforms and labor management/contract negotiations.

Work involves supervising, directing, and coordinating all staff and activities of the Township to ensure operations are in conformance with policy directives, rules, regulations, and the Pennsylvania Second Class Township Code as well as providing excellent municipal services. The Manager attends day and evening meetings with the BOS, various boards and commissions, governmental authorities, department heads, Township staff 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 grant administration are important considerations.
- The capability to successfully communicate (publicly, privately, orally, and in writing) with staff, supervisors, solicitors, engineers, actuaries, accountants, architects, landscape architects, police, fire fighters, EMS, the public, planners, regulators, volunteers, other government agencies, contractors, etc.
- A Bachelor's degree from an accredited college/university in public or business administration, finance, engineering, 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, labor management/contract negotiations 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.

The Township Manager will receive a competitive compensation and benefits package, which will be based on qualifications and experience. The final candidate's hire is contingent upon successful completion of a comprehensive background check/verification.

Applicants should submit cover letter, resume and salary history in one document to Roseann McGrath at Roseann@rmcgrathconsulting.com. This position is open until filled, with the first review of applicants no later than January 6, 2023.