



WESTTOWN TOWNSHIP MANAGER JOB POSTING

February 15, 2024

Westtown Township, located in West Chester, PA in Chester County, seeks an experienced Township Manager to lead a Second Class Township of approximately 11,000 residents in 8.64 square miles, home to Oakbourne Park and Mansion as well as Crebilly Farm. 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 to live and/or work. The Township operates with an approved 2024 total General Fund budget of approximately \$8.65 million and all funds of \$14 million with 19 full time equivalent staff and shares responsibility for a unionized regional police department.

The Township Manager is the Chief Administrative Officer as well as Right to Know Officer and Township Secretary, appointed by a three (3) member Board of Supervisors (BOS) with staggered six (6) year terms. The Manager reports to the BOS and will be an outstanding communicator who provides reasoned and sound recommendations for the BOS' consideration. The Manager, who embraces open government, transparency and diplomacy, 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 seasoned Township Manager must efficiently, responsibly, and creatively provide the essential services that build value and protect the health, safety, and rights for all who live and work in Westtown. The position will assume management responsibility, leadership, and accountability for, but not limited to administrative staff, financial management, public works, codes, building and life safety, a regional police department, emergency medical services, sanitary sewer, storm water, transportation/traffic management, 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,

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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, and other meetings as required.

In pursuit of excellence, the Township values integrity, stewardship, responsiveness, respect, transparency and partnership. Therefore, the following knowledge, skills, abilities and competencies are required for this position:

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

Competitive compensation and benefits package commensurate with knowledge, skills, abilities, qualification, 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. This position is open until filled, with the first review of applicants no later than March 15, 2024.