East Pennsboro Township

Job Title: Township Manager
Department: Administration
Reports to: Board of Commissioners
Shifts: Monday – Friday, 8:00 AM - 4:00 PM*
**See working conditions*

Classification: Full-Time
FLSA Status: Exempt
Status: Essential

Position Summary

The Township Manager serves as the chief administrative officer of the Township and is responsible for the efficient and effective management of all municipal operations in accordance with policies established by the Board of Commissioners and the provisions of the First-Class Township Code.
This position provides executive leadership for a full-service municipality serving over 20,000 residents across 10.7 square miles, including oversight of Public Works, Wastewater Treatment, Housing and Community Development, Recreation and Finance. The Manager ensures high-quality service delivery, fiscal responsibility, regulatory compliance, and responsive governance. Residency within East Pennsboro Township preferred.

Key Responsibilities

Administration & Leadership

- Direct and coordinate all Township departments, including Public Works, Wastewater Treatment, Housing & Community Development, Recreation and Finance
- Supervise, evaluate, and support department heads and administrative staff
- Implement policies, resolutions, and ordinances adopted by the Board
- Attend all Board of Commissioners meetings and provide recommendations on policy and operations

Financial Management

- Prepare and administer the annual operating and capital budgets
- Oversee revenues, expenditures, and long-term financial planning
- Ensure strong internal controls and sound fiscal practices
- Coordinate annual audits and ensure compliance with applicable regulations

Public Safety & Emergency Management

- Provide administrative support to the Township Police Department
- Support the Chief of Police and Fire Chief in operational planning, staffing, and budgeting
- Coordinate public safety initiatives and interagency cooperation
- Support and assist the Township's Emergency Management Coordinator to ensure continuity of government operations during emergencies

Public Works & Infrastructure

- Oversee maintenance of roads, stormwater systems, and Township facilities
- Provide administrative oversight of the wastewater treatment plant, ensuring environmental compliance
- Lead capital improvement planning and infrastructure investment strategies

It is the policy of East Pennsboro Township not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran.

Personnel & Labor Relations

- Direct all personnel administration for both union and non-union employees
- Participate in collective bargaining negotiations and contract administration
- Ensure compliance with labor agreements, employment laws, and personnel policies
- Oversee recruitment, performance management, discipline, and organizational development
- Promote a professional, safe, and productive workplace environment

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Community & Intergovernmental Relations

- Serve as liaison between the Township, residents, businesses, and external partners
- Represent the Township in regional and intergovernmental initiatives
- Respond to citizen concerns and promote transparency and public engagement

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Legal & Compliance

- Work closely with the Township Solicitor on legal matters
- Ensure compliance with all applicable federal, state, and local laws, including First-Class Township Code
- Assist in the development and enforcement of ordinances and policies

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Qualifications

Education and Experience

- Bachelor's degree in Public Administration, Business Administration, Political Science, or related field (Master's preferred)
- Minimum of 5–10 years of progressively responsible municipal management experience
- Experience in a full-service municipality preferred
- Demonstrated experience working with elected officials and managing public safety operations
- Experience in labor relations and collective bargaining strongly preferred

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Knowledge, Skills, and Abilities

- Thorough knowledge of Pennsylvania municipal law and the First-Class Township Code
- Strong financial management and budgeting expertise
- Understanding of police administration, public works operations, and utility systems
- Knowledge of emergency management principles and incident command systems
- Excellent leadership, negotiation, and communication skills
- Ability to manage complex organizations and competing priorities

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Working Conditions

- Primarily office-based with frequent field visits
- Regular evening meetings and occasional weekend commitments
- Must be available during emergencies and critical incidents

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Compensation & Benefits

- Salary commensurate with experience and qualifications
- Comprehensive benefits package including health insurance, retirement/pension plan, and paid leave

Please submit resume and completed applications to:

East Pennsboro Township
employment@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025

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