



MONTGOMERY TOWNSHIP MANAGER JOB POSTING

April 25, 2019

Montgomery Township, located in Montgomeryville, PA seeks an experienced Township Manager for a community of 25,000 residents with a significant commercial and light industrial business base. The Township's government provides a wide range of services to a growing community and is widely recognized for its efforts to provide a high quality of life and participatory government for its residents. The Township operates with an approved 2019 total budget of approximately \$19.3 million (\$15 million operating, \$4.3 million capital) with approximately 104 full time equivalent staff. The Township is in excellent financial condition maintaining a Standard & Poor's AAA Bond Rating. The Township has had three managers over the past 40 years.

The Township Manager is the Chief Administrative Officer of the Township, appointed by a five (5) member Board of Supervisors with each Supervisor elected at-large for staggered six (6) year terms. The Manager is responsible for the general oversight and day to day Township operations, which includes full management responsibility, leadership, and accountability for all Township departments, including: Administration, Finance, Fire Protection, Human Resources, Planning, Zoning and Code Enforcement, Police, Public Works, Recreation (including a Community and Recreation Center), and Technology.

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 Second Class Township Code, as well as providing excellent municipal services. The Manager attends day and evening meetings with the Board of Supervisors and, as required, other governmental authorities and volunteer committees.

Competitive candidates must demonstrate a high level of successful performance in areas that include finance and budget, planning and development, building community consensus and working with a well-informed, actively engaged population. A record of strong, open professional administrative leadership in a similar community or organization is an important consideration. Demonstrated and verifiable experience developing, managing and balancing an annual operating and capital expenditure budget of similar complexity to the Township's is required. In addition, 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 experience and contract negotiations are important considerations.

Position requires: A Bachelor's degree from an accredited college/university in public or business administration, finance, planning or a related field. Master's Degree in Public or Business Administration, Political Science, or a closely related field or Equivalent Degree strongly preferred; must have a minimum of ten (10) years of direct experience as a township manager or assistant manager/senior executive, experience in planning, organizing, and directing administrative, operational services and municipal finance administration. Must have, or ability to obtain, a valid Pennsylvania driver's license. Preference will be given to ICMA credentialed managers. A non-credentialed incumbent will be required to obtain the credentials within an agreed upon period of time following appointment.

Comprehensive benefits with minimum annual starting salary of \$150,000, dependent upon qualifications and experience. A copy of the Manager's Ordinance is available online at <https://ecode360.com/11512125>. Send cover letter, resume, and salary history with all included in one attachment to twpmgrsrch19@gmail.com. Deadline for submission is noon on Friday, May 31, 2019.

Montgomery Township is an Equal Opportunity Employer