



UPPER MERION TOWNSHIP MANAGER JOB POSTING

02-13-2019

Upper Merion Township, located in King of Prussia, PA seeks an experienced Township Manager to lead a diverse and well-educated citizenry of 28,000. 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 \$58 million (\$43 operating, \$8 sewer, \$7 capital) with approximately 250 full time equivalent staff.

The Township Manager is the Chief Administrative Officer of the Township, appointed by a five (5) member Board of Supervisors with one Supervisor elected at-large for staggered six (6) year terms years. The Manager is a highly visible position within the Township and is responsible for the general oversight of all of the Township's day to day operations, which assumes full management responsibility, leadership, and accountability for, but not limited to: Community Development, Engineering, Planning, Public Works, Sewer, Storm Water, Streets, Fleet and Facilities, Police, Library, Community Services, Information Services, Technology, Records, Finance, Parks and Recreation, Safety and Codes Enforcement and Human Resources.

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, Township, Transportation Authority, General Authority, Municipal Utility Authority, Pension Board and other governmental authorities, committees, department heads, and other meetings as required. As a model for the Township, the Manager is required to reside in the Township, thus the incumbent is required to reside in the Township within 12 months of appointment.

Past experience of competitive candidates must demonstrate a high level of successful performance in areas that include finance and budget, redevelopment/economic development, strategic planning and implementation of strategic plans, succession planning and employee development, building community consensus and working with a well-informed, actively engaged population. A progressive 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 issues 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 is required. Master's Degree in Public or Business Administration, Political Science, or a closely related field or Equivalent Degree strongly preferred; Seven to ten years of direct experience as a township manager or assistant manager/senior executive, seven to ten years' experience in planning, organizing, and directing administrative, operational services and municipal finance administration. Must have a valid driver's license. Preference will be given to ICMA credentialed managers. A non-credentialed incumbent will be required to obtain the credentials within 12 months of appointment.

A competitive salary is dependent upon qualifications and experience. Comprehensive benefits and relocation allowance provided. For a full job description and immediate consideration, applicants should complete an employment application by visiting https://www.umtownship.org/?wpfb_dl=3158 and submit the full job application, cover letter and resume via email to: hr@umtownship.org. Applications will be accepted until the position is filled.

Upper Merion Township is an Equal Opportunity Employer