

UPPER MORELAND TOWNSHIP

EMPLOYMENT OPPORTUNITY

TOWNSHIP MANAGER



Upper Moreland Township, a Township of the First Class located in Willow Grove, PA seeks an experienced Township Manager in leading the municipality in providing exceptional services to the community of 25,000 residents. The Township operates with a total budget of approximately \$25 million with approximately 105 full time equivalent staff and approximately 60 part time and seasonal staff positions.

About the Position:

The Township Manager is the Chief Administrative Officer of the Township, appointed by a seven (7) member Board of Commissioners who serve four (4) year terms. 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. The position is responsible for management and leadership for, but not limited to: Finance, Police, Public Works, Emergency Services, Parks and Recreation, Code Enforcement, Human Resources, Records, Information Services, Technology, Fleet and Facilities, Community Development, Engineering, Planning, Storm Water, and Engineering.

Position Summary:

Major responsibilities of the Township Manager include: · Coordinates Township Board activities, related to meetings and agendas · Keeps the Board of Commissioners fully informed of proposed actions and initiatives; · Ensures the implementation and enforcement of all laws, Township ordinances, policies and directives; · Facilitates, manages and administers the annual operating and capital improvement budgets; and keeps the Board fully advised at all times of the Township's financial condition and needs; Manages and supervises all public improvements and related Township projects; provides for the maintenance and repair of Township buildings, facilities and infrastructure; · Reports to the Board of Commissioners on the status and progress of strategic initiatives and goals for Strategic Planning and conducts and facilitates periodic update discussions; · Provides for efficient operations by establishing and monitoring department goals and objectives; assigns work and delegates appropriate authority and responsibility to staff; · Sets the organizational culture; continuously develops the organization's effectiveness and recommends changes in the organizational structure as appropriate; · Facilitates and manages union contract negotiations and grievances · Provides for customer service and proper public relations by following up with all departments to ensure the efficient delivery of services and effective handling of concerns and complaints.

Candidate Profile:

Focused, confident and self-assured · Adaptable · Professional demeanor, demonstrates the highest level of ethics and integrity · Personable and approachable, easily connects with and respects residents of all backgrounds; · Committed to providing excellent customer services and attentive to diverse service needs; · Builds credibility and earns respect; honors commitments and serves as a resource to others; · Thinks strategically, is attuned to emerging issues and threats that could impact the Township; · Seeks and respects the opinions of others while challenging them to explore new options for solving problems; · Keeps the Board of Commissioners informed and engages them in policy discussions; demonstrates respect for the role of elected officials; · Recognizes the expertise of Township department heads and holds them accountable for managing their assigned operations; · Takes pride in the Township and sets a work climate that is positive and inclusive; and builds an effective employee team.

POSITION REQUIREMENTS:

- Bachelor's degree in public administration, business administration, or a related field and 10 years of progressively responsible experience in local government management. Master's degree in a related field is preferred.
- Must have a significant background in finance with demonstrated experience in developing, managing, and balancing an annual operating and capital budget of similar equivalency.
- Experience and knowledge of human resources, management of unionized workforce, administration, strategic planning, land development/re-development, organizing and directing municipal administrative and operational services and experience working with governing boards.
- Qualified candidates will possess high level leadership skills, outstanding organizational and management skills and demonstrate excellent oral and written communications.
- Must have a valid drivers' license.

HOW TO APPLY:

For immediate consideration, applicants should submit letter of qualifications, resume and salary requirements to:

Upper Moreland Township
Attn: Human Resources
117 Park Avenue
Willow Grove, PA 19090
mdelaurentis@uppermoreland.org

**APPLICATION PERIOD CLOSES
JUNE 17, 2019**

Equal Opportunity Employer

LOCATION:

Township Administration Building
117 Park Avenue
Willow Grove, PA 19090
215-659-3100