



TOWNSHIP OF NETHER PROVIDENCE

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Township Manager Job Posting

Nether Providence Township, Delaware County, Pennsylvania

Introduction:

Nether Providence Township is a close-knit and thriving First Class Township located in Delaware County, Pennsylvania. With a population of approximately 14,500, the Township offers residents a high quality of life, excellent schools, and a variety of recreational opportunities. The Township is located approximately 10 miles from Philadelphia and borders vibrant Media Borough.

Nether Providence Township has a longstanding tradition of stable and effective governance. The Board of Commissioners is committed to maintaining the Township's fiscal health, enhancing and improving public services and parks and recreational facilities, expanding the Township's sidewalks and trails networks, and preserving the character of the community. The Township's stability and forward-thinking approach have made it a desirable place for both families and businesses.

Position Overview:

Nether Providence Township seeks a dynamic and experienced leader to serve as Township Manager. This key leadership role is responsible for overseeing the day-to-day operations of the Township, ensuring efficient service delivery, and guiding the community's growth and development. The Township Manager will work closely with the Board of Commissioners to implement policies, manage Township projects, and maintain the high standards of governance that Nether Providence Township is known for.

Key Responsibilities:

- Provide administrative oversight and leadership to all Township departments and staff, fostering a culture of collaboration and excellence.
- Implement policies and directives of the Board of Commissioners, ensuring alignment with the Township's strategic goals.
- Prepare, administer, and monitor the annual Township budget, ensuring fiscal responsibility, transparency, and the efficient use of resources.
- Prepare monthly financial reports comparing actual to budgeted expenditures and revenues.
- Manage payroll and monthly processing of vendor and supplier invoices.

- Identify grant opportunities, write grant applications, manage grant-funded projects and close-out grant reports.
- Oversee and coordinate Township projects, contracts, and initiatives, from planning through to successful completion.
- Act as the primary liaison between the Board of Commissioners, Township staff, community organizations, residents, and other government agencies.
- Manage human resources functions, including recruitment, staff development, and performance evaluation, to maintain a high-performing and motivated workforce.
- Ensure compliance with local, state, and federal regulations, and advise the Board of Commissioners on legal and policy matters.
- Foster strong relationships with community stakeholders, promoting transparency, engagement, and trust within the community.

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, or a related field (Master's degree preferred).
- Experience in local government administration or a related field, with a track record of effective leadership.
- Strong understanding of municipal government operations, budgeting, and public policy.
- Exceptional leadership and management skills.
- Excellent communication, negotiation, and interpersonal skills, with the ability to build consensus and foster positive relationships.
- Proven ability to manage multiple projects and priorities in a fast-paced environment.
- Commitment to public service and the values of integrity, transparency, and accountability.

Compensation:

The position offers a competitive salary and benefits package commensurate with experience and qualifications. Nether Providence Township is committed to attracting and retaining top talent to continue its tradition of stable and effective governance.

Application Process:

Interested candidates should submit a cover letter, resume, and three professional references to jobs@netherprovidence.org by September 13, 2024. In your cover letter, please address how your experience and qualifications align with the responsibilities and requirements outlined.

Nether Providence Township is an equal opportunity employer and is committed to fostering a diverse and inclusive work environment.