



KENNETT TOWNSHIP MANAGER JOB POSTING

January 15, 2024

Kennett Township, home to Longwood Gardens, is located in the rolling hills of southern Chester County and surrounds the Borough of Kennet Square, considered to be the mushroom capital of the world, seeks an experienced Township Manager to lead a Second-Class Township of approximately 9,100 residents in 15.6 square miles (with 56 road miles).

The Township's government provides a wide range of services to reflect a unique mix of history and progress and is widely recognized for its efforts to provide a high quality of rural and suburban life as well as participatory government for its residents to live and/or work. While embracing the future and cherishing its heritage, the Township has 10,000 acres of preserved public and private open space. The Township operates with an approved 2024 total overall budget of approximately \$11 million general fund with approximately 30 full-time equivalent staff and one union.

The Township Manager is the Chief Administrative Officer, Township Secretary and Right to Know Officer, appointed by a three (3) member Board of Supervisors (BOS) with staggered six (6) year terms. The Manager reports to the BOS and will be an outstanding communicator who provides reasoned and sound recommendations for the BOS' consideration. The Manager, who embraces open government, transparency and diplomacy, is a highly visible position within the Township and is responsible for implementing all policies set by the BOS and the general oversight of all the Township's day to day operations. The seasoned Township Manager must efficiently, responsibly, and creatively provide the essential services that build value and protect the health, safety, and rights of all who live and work in Kennett Township. The position will assume management responsibility, leadership, and accountability for, but not limited to administrative staff, financial management, public works, codes, building and life safety, police, fire and emergency medical services, sanitary sewer, storm water, transportation/traffic management, infrastructure, parks and recreation, grant administration, public communication, and labor management relations.

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

Kennett Township is proud to be an Equal Opportunity Employer Who Values Diversity in its Workforce.

excellent municipal services. The Manager attends day and evening meetings with the BOS, various boards and commissions, governmental authorities, department heads, and other meetings as required.

In pursuit of excellence, committed to innovation and leadership, the Township values integrity, stewardship, responsiveness, and transparency. Therefore, the following knowledge, skills, abilities, and competencies are required for this position:

- A high level of successful performance in municipal management. A progressive record of strong, open professional administrative leadership in a similar community or organization.
- Demonstrated and verifiable experience developing, managing, and balancing an annual operating and capital expenditure budget of similar complexity to the Township's is required.
- Ability to analyze and resolve issues with innovative creativity.
- 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.
- 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 an Equivalent Degree, as well as ICMA Credentialed Manager strongly preferred.
- A minimum of five (5) years of direct experience as a municipal manager or assistant manager/senior executive, with experience in planning, organizing, and directing administrative, operational services and municipal finance administration or an equivalent combination of education and qualifying experience.
- The Manager must give bond and will need to drive a vehicle to township locations and must have a valid driver's license.

Salary Range of \$160,000 - \$170,000 with a competitive compensation and benefits package commensurate with knowledge, skills, abilities, qualification, and experience. The final candidate's hire is contingent upon successful completion of a comprehensive background check/verification.

Applicants should submit cover letter and resume in one document to Roseann McGrath at Roseann@rmcgrathconsulting.com. This position is open until filled, with the first review of applicants no later than February 9, 2024.