



EAST PIKELAND ASSISTANT TOWNSHIP MANAGER JOB POSTING

November 25, 2025

East Pikeland Township, located in Kimberton, PA in Chester County, seeks an experienced Assistant Township Manager (ATM) to assist in leading a Second-Class Township of approximately 8,700 residents in 9 square 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 life and participatory government for its residents to live and/or work while embracing the future and cherishing its heritage. The main attraction in East Pikeland is Kimberton Village, a quaint 18th-century village located off Route 113. The Township currently maintains 148 acres of parks, 2.75 miles of trails, and 236 acres of open space throughout the Township. The Township operates with an approved 2026 General Fund budget of \$4.3 million with 23 full-time staff.

The ATM will report to and assist the Township Manager/Chief Administrative Officer appointed by a three (3) member Board of Supervisors (BOS) with staggered six (6) year terms.

The ATM will oversee planning, zoning, codes enforcement, subdivision, land development, open space, stormwater, transportation/traffic, and environmental programs with oversight responsibility of the Zoning & Planning Official.

The ATM, who embraces open government, transparency and diplomacy, is a highly visible position within the Township, is responsible for implementing all policies set by the TM and BOS and assists in the general oversight of all the Township's day-to-day operations. They must efficiently, responsibly, and creatively assist in providing the essential services that build value and protect the health, safety, and rights of all who live and work in East Pikeland. The ATM will be an outstanding communicator who assists in providing reasoned and sound recommendations for the TM and BOS's consideration.

The ATM will serve as staff liaison to various Township volunteer committees, including the Open Space Committee and the Environmental Advisory Council and work with volunteers to develop short- and long-term goals and objectives to meet their program goals while utilizing Township plans as a guide (e.g. Comprehensive Plan; Park, Recreation, Open Space and Trail Plan). ATM will attend monthly meetings of the assigned volunteer committees and prepare reports on open space and environmental activities as requested.

This is a newly created position that values integrity, stewardship, responsiveness, respect, transparency and partnership for succession planning. Therefore, the following knowledge, skills, abilities and competencies are required for this position:

East Pikeland Township is an Equal Opportunity Employer who complies with all state and federal nondiscrimination laws.

- A high level of successful performance in municipal management, specifically planning, zoning, codes, etc.
- A progressive record of strong, open professional administrative leadership in a similar community or organization.
- Demonstrated and verifiable experience to read and understand subdivision and land development engineered plans, knowledge of zoning regulations and subdivision/land development process, theories, practices, concepts, and techniques of planning and land development.
- 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 planning, zoning, codes, open space, park, recreation and environmental activities and other resource limits of a Second Class Township with a proven record of leading with high personal integrity and ethical behavior.
- A bachelor's degree from an accredited college/university in local government, planning, code enforcement or a related area (master's degree in planning or public administration, or a closely related field or an equivalent degree is strongly preferred).
- A minimum of three (3) years of direct experience in a municipal setting, with experience in planning, organizing, and directing administrative, operational services and planning/zoning/codes administration, land planning, natural resources management, park and recreation management, or an equivalent combination of education and qualifying experience.
- The ATM will need to drive a vehicle to township locations and must have a valid driver's license.

Competitive compensation and benefits package commensurate with knowledge, skills, abilities, qualifications, and experience. The final candidate's hire is contingent upon successful completion of a comprehensive background check/verification.

Applicants should submit a cover letter, resume, and salary history 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 December 31, 2025.