



# West Pikeland Township

## **POSITION DESCRIPTION**

**Current as of: Jan '26**

**Title:** Township Manager

**Department:** Administration

**Reports To:** Board of Supervisors

**Supervises:** All Township employees and department heads as authorized by law and ordinance

**Employment Status:** Full-Time

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## **Statutory Authority and Appointment**

The office of Township Manager is created pursuant to **Section 1501 of the Second Class Township Code (53 P.S. § 66301)**. The Township Manager is appointed by the Board of Supervisors and serves at the pleasure of the Board, **subject to any contractual rights arising under a duly authorized employment agreement** in accordance with the Second Class Township Code.

The Township Manager shall serve as the **Chief Administrative Officer** of the Township and shall be responsible to the Board of Supervisors for the proper and efficient administration of all Township affairs placed in the Manager's charge by statute, ordinance, resolution, or directive of the Board.

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## **Position Summary**

The Township Manager is the principal administrative officer of the Township and is responsible for the **general supervision and management of Township business**, excluding matters reserved by law to the Board of Supervisors or other elected officials.

The Township Manager acts under the **direction and control of the Board of Supervisors** and shall carry out the policies, resolutions, ordinances, and directives of the Board. The Manager shall coordinate the activities of Township departments, employees, boards, commissions, and consultants to ensure efficient and lawful municipal operations.

## **Powers and Duties**

*(Consistent with 53 P.S. § 66302 and related provisions)*

The powers and duties of the Township Manager shall include, but are not limited to, the following:

### **Administration and Oversight**

1. Serve as **Chief Administrative Officer** of the Township, supervising the administration of all Township affairs placed in the Manager's charge.
2. Supervise all Township departments and employees, including police and public works, **except as otherwise provided by law**, and ensure proper performance of duties.
3. Coordinate the work of Township officers, employees, boards, commissions, committees, contractors, and consultants.

### **Board Relations and Meetings**

4. Attend all meetings of the Board of Supervisors and such committee meetings as the Board deems appropriate; participate in discussions but **have no vote**.
5. Receive notice of all regular and special meetings of the Board of Supervisors and its committees.
6. Prepare agendas for meetings of the Board of Supervisors and supply supporting materials and recommendations.
7. Keep the Board of Supervisors fully informed as to the conduct of Township affairs and submit reports as requested.

### **Policy Implementation and Reporting**

8. Carry out and enforce ordinances, resolutions, policies, and directives of the Board of Supervisors.
9. Submit to the Board of Supervisors an **annual report** following the close of the fiscal year detailing administrative activities under the Manager's supervision.
10. Make recommendations to the Board of Supervisors concerning Township operations, policies, and procedures.

### **Financial Administration**

11. Prepare the **annual Township budget** for submission to the Board of Supervisors and oversee budget administration once adopted.
12. Supervise Township purchasing, contracting, and fiscal controls in accordance with the Second Class Township Code, ordinances, and Board policy.
13. Let contracts and supervise their execution when authorized, except where such duties are imposed upon another official by law.
14. Make necessary purchases on behalf of the Township within limits established by ordinance or resolution of the Board, subject to ratification where required.



## **Personnel Administration**

15. Serve as the chief administrative officer for personnel matters, **subject to the authority of the Board of Supervisors** and applicable law.
16. Arrange for the recruitment, selection, appointment, evaluation, and discipline of Township employees.
17. Make recommendations to the Board of Supervisors regarding hiring, compensation, promotion, and termination of employees.
18. Terminate Township employees when authorized by ordinance or resolution, subject to confirmation by the Board of Supervisors and applicable law.

## **Complaints, Risk, and Assets**

19. Receive, investigate, and respond to complaints regarding Township services or personnel and report findings to the Board of Supervisors.
20. Assure the protection and proper use of Township property, facilities, and assets.
21. Coordinate insurance coverage, bonding, and risk management measures for the Township.

## **Liaison and External Relations**

22. Act as chief liaison between the Board of Supervisors and Township boards, commissions, and agencies, including but not limited to the Planning Commission and HARB.
23. Serve as liaison to Township consultants and professionals, including the Township Solicitor, Engineer(s), and Auditors.
24. Represent the Township in intergovernmental relations such as Emergency Services, with county, state, and other governmental entities as directed by the Board.
25. Identify and pursue grant opportunities consistent with Board policy.

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## **Qualifications**

1. Thorough knowledge of the **Second Class Township Code** and Pennsylvania municipal law.
2. Demonstrated executive or administrative experience in municipal government or comparable public-sector management.
3. Comprehensive knowledge of:
  - Public administration and municipal management
  - Local government finance and budgeting
  - Grant research and writing
  - Municipal planning, zoning, and land use
  - Public works operations and infrastructure management
  - Police administration
4. Ability to plan, organize, and direct complex municipal operations.

5. Demonstrated leadership, communication, and interpersonal skills.
  6. High standards of professional ethics, integrity, and discretion.
  7. Bachelor's degree required; graduate degree in public administration, business administration, or a related field preferred.
  8. Commitment to continuing education and professional development.
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## Conditions of Employment

- The Township Manager shall provide a **bond in the amount established by ordinance or resolution** prior to assuming duties.
  - Compensation and benefits shall be fixed by resolution of the Board of Supervisors.
  - Township residency is **not required**.
  - The Township Manager shall devote such time as necessary to fulfill the duties of the office and maintain regular office hours.
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# PSATS Job Posting

## Township Manager

### West Pikeland Township, Chester County, PA

West Pikeland Township, a Second Class Township in Chester County, Pennsylvania, is seeking qualified candidates for the position of **Township Manager**.

The Township Manager serves as the **Chief Administrative Officer** and is responsible for the efficient administration of all Township affairs in accordance with the **Pennsylvania Second Class Township Code (53 P.S. § 66301 et seq.)**. The Manager is appointed by and reports directly to the **Board of Supervisors**.

**Responsibilities include**, but are not limited to: overseeing daily municipal operations; supervising Township departments and staff; preparing and administering the annual budget; implementing ordinances and policies adopted by the Board; managing personnel matters, contracts and grants, purchasing, and municipal assets to include infrastructure; serving as liaison to Township boards, commissions, consultants, and other governmental entities to include Emergency Services; and representing the Township as directed by the Board of Supervisors.

### Desired Leadership Traits

The Township seeks a Manager who demonstrates:

- Self-awareness and respect in working with elected officials, staff, and the public
- Compassion and integrity in leadership and decision-making
- Vision and learning agility to guide the Township through changing conditions
- Clear communication, collaboration, and positive influence
- Courage to address complex issues and provide professional guidance
- Gratitude for public service and resilience in a public-facing leadership role

### Qualifications:

- Extensive knowledge of Pennsylvania municipal government and the Second Class Township Code
- Demonstrated municipal management or comparable public-sector administrative experience
- Strong background in budgeting, grant research and writing, finance, personnel administration, and public works operations
- Bachelor's degree required; graduate degree preferred

Salary and benefits are competitive and commensurate with experience. Residency within the Township is not required.

West Pikeland Township is an Equal Opportunity Employer.

# LinkedIn Job Posting

## Township Manager | West Pikeland Township (Chester County, PA)

West Pikeland Township is seeking a **Township Manager** to serve as the Township's **Chief Administrative Officer** and lead day-to-day municipal operations.

Reporting to the **Board of Supervisors**, the Township Manager oversees municipal departments, manages the annual budget, implements Board policies, supervises personnel, manages contracts and Township assets, and serves as a key liaison to residents, boards and commissions, consultants, and partner agencies.

### Desired Leadership Traits

We are looking for a leader who demonstrates:

- Integrity, self-awareness, and respect
- Compassion and strong communication skills
- Vision, learning agility, and collaborative leadership
- Courage, influence, and sound judgment
- Resilience and appreciation for public service

### What we offer:

- Competitive salary and benefits
- Professional autonomy within a Board-driven governance structure
- Opportunity to lead a highly engaged and values-driven community

Residency not required. Applications accepted until the position is filled

# Township Manager

West Pikeland Township | Chester County, Pennsylvania

West Pikeland Township is seeking an experienced, ethical, and collaborative professional to serve as **Township Manager**. This leadership position offers the opportunity to guide a well-established community with engaged leadership, dedicated staff, and an active citizenry.

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## Position Overview

The Township Manager serves as the **Chief Administrative Officer** and is responsible for the efficient administration of all Township affairs in accordance with the **Pennsylvania Second Class Township Code (53 P.S. § 66301 et seq.)**. The Manager is appointed by and reports directly to the **Board of Supervisors**.

**Responsibilities include**, but are not limited to:

The Township Manager serves as the **Chief Administrative Officer** of West Pikeland Township and is responsible for overseeing daily municipal operations; supervising Township departments and staff; preparing and administering the annual budget; implementing ordinances and policies adopted by the Board; managing personnel matters, contracts and grants, purchasing, and municipal assets to include infrastructure; serving as liaison to Township boards, commissions, consultants, and other governmental entities to include Emergency Services; and representing the Township as directed by the Board of Supervisors.

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## Key Responsibilities

- Oversee daily operations of all Township departments, including public works and police services (as permitted by law)
  - Prepare and administer the annual Township budget and oversee financial operations
  - Implement ordinances, resolutions, and policies adopted by the Board of Supervisors
  - Supervise Township staff and manage personnel administration
  - Prepare agendas, attend Board meetings, and provide professional recommendations
  - Manage contracts, purchasing, insurance, risk management, and municipal assets
  - Serve as liaison to Township boards, commissions, consultants, and external agencies
  - Respond to citizen inquiries and ensure high-quality municipal service delivery
  - Identify and pursue grant funding opportunities
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## Desired Leadership Traits

West Pikeland Township seeks a Township Manager who consistently demonstrates the following essential leadership qualities:

- **Self-Awareness** – Understands personal impact and seeks continuous improvement
  - **Respect** – Values professionalism and dignity in all relationships
  - **Compassion** – Leads with empathy while maintaining accountability
  - **Vision** – Thinks strategically and plans for the Township's long-term success
  - **Communication** – Communicates clearly, openly, and effectively
  - **Learning Agility** – Adapts to change and embraces continuous learning
  - **Collaboration** – Builds strong partnerships with elected officials, staff, and community
  - **Influence** – Guides decision-making through credibility and sound judgment
  - **Integrity** – Upholds the highest ethical standards
  - **Courage** – Addresses complex issues with honesty and resolve
  - **Gratitude** – Values and recognizes the contributions of others
  - **Resilience** – Maintains focus and effectiveness under pressure
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## Qualifications

- Thorough knowledge of Pennsylvania municipal government and the Second Class Township Code
  - Demonstrated experience in municipal or public-sector management
  - Strong background in budgeting, finance, personnel management, and operations
  - Knowledge of public works, planning and zoning, and police administration
  - Bachelor's degree required; graduate degree preferred
  - Commitment to ongoing professional development
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## Compensation & Benefits

Salary and benefits are **competitive and commensurate with experience and qualifications**, and are established by resolution of the Board of Supervisors. Township residency is **not required**.

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## Community Profile

Located in **northern Chester County**, West Pikeland Township offers a high quality of life with a blend of rural character, preserved open space, historic resources, and convenient access to



regional employment centers. The Township values thoughtful planning, fiscal responsibility, environmental stewardship, and responsive municipal services. An engaged Board of Supervisors, active volunteer boards and commissions, and a supportive community make West Pikeland Township an exceptional place to serve as a municipal leader.

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## **Application Process**

Interested candidates should submit:

- Cover letter
- Resume
- Salary expectations
- Professional references

Applications can be emailed to [manager@westpikeland.com](mailto:manager@westpikeland.com) and will be reviewed until the position is filled.

**West Pikeland Township is an Equal Opportunity Employer**