

# Township Manager

## West Brandywine Township, Chester County, PA

West Brandywine 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.

Interested candidates should submit:

- Cover letter
- Resume
- Salary expectations
- Professional references

Applications can be emailed to [township@wbrandywine.org](mailto:township@wbrandywine.org) and will be accepted until March 20, 2026.

West Brandywine Township is an Equal Opportunity Employer.