

JOB POSTING

Township Manager

East Pennsboro Township, Cumberland County, Pennsylvania

East Pennsboro Township is seeking a strategic, experienced, and collaborative municipal executive to serve as its next Township Manager. This is an outstanding leadership opportunity within one of Cumberland County's most active and professionally operated first-class townships.

The Community

Located along the west shore of the Susquehanna River and directly adjacent to the Harrisburg metropolitan region, East Pennsboro Township is a vibrant full-service municipality serving more than 20,000 residents across approximately 10.7 square miles. The Township provides a wide range of municipal services through dedicated departments including Public Works, Wastewater Treatment, Housing & Community Development, Recreation, Finance, and Public Safety.

The Township Manager serves as the Chief Administrative Officer of the organization and is responsible for the efficient, effective, and lawful administration of Township operations under the direction of the Board of Commissioners. The successful candidate will provide executive leadership across all municipal departments while ensuring high-quality service delivery, sound financial management, operational efficiency, regulatory compliance, and implementation of Board priorities.

East Pennsboro Township offers the successful candidate the opportunity to lead a mature and complex municipal organization with an engaged governing body, experienced staff, and a strong commitment to professional local government management.

Job Responsibilities

The Township Manager oversees all day-to-day municipal operations and organizational leadership functions of the Township. Responsibilities include supervision and coordination of Township departments and administrative operations; implementation of Board policies, ordinances, and strategic initiatives; preparation and administration of annual operating and capital budgets; long-range financial planning; capital improvement planning; personnel administration; labor relations; and oversight of infrastructure and public facilities.

The Manager also serves as the primary liaison between the Township, residents, businesses, regional partners, and governmental agencies. The position requires extensive coordination with public safety leadership, including support of police, fire, emergency management, and intergovernmental public safety initiatives.

Additional responsibilities include oversight of regulatory compliance activities, coordination with the Township Solicitor, support of economic and community development initiatives, grant coordination, policy development, and maintaining effective communication with elected officials, staff, and the public.

Qualifications, Education, and Experience

The ideal candidate will possess strong executive leadership abilities, financial management expertise, and demonstrated experience managing complex municipal operations within a professional local government environment.

Candidates should possess:

- Bachelor's degree in public administration, business administration, political science, or related field; Master's degree preferred
- Minimum of five to ten years of progressively responsible municipal management experience
- Experience working within a full-service municipality strongly preferred
- Demonstrated experience working effectively with elected officials and department leadership
- Strong background in budgeting, capital planning, personnel administration, and operational management
- Familiarity with Pennsylvania municipal law and the First-Class Township Code
- Experience with labor relations and collective bargaining strongly preferred
- Excellent communication, leadership, organizational, and interpersonal skills

Residency within East Pennsboro Township is required within one (1) year of the date of hire.

Compensation

East Pennsboro Township offers a competitive salary commensurate with qualifications and experience along with a comprehensive benefits package that includes health insurance, retirement benefits, and paid leave.

Application Process

Qualified candidates should submit a cover letter, resume, and completed employment application to:

Email: MGraupera@keystonemunicipalsolutions.com