

East Cocalico Township, a full-service municipality located in northeastern Lancaster County, PA, seeks an experienced Township Manager for a community of approximately 11,000 residents. The Township continues to experience significant growth due, in part, to the presence of the Reading Interchange of the Pennsylvania Turnpike, U.S. Route 222, and State Route 272 and its proximities to metropolitan Lancaster and Reading.

The Township Manager is the Chief Administrative Officer of the Township, appointed by a 3-member Board of Supervisors with each Supervisor elected at-large for 6-year staggered terms. He or she is responsible for the direct oversight of the following Township departments: Administration, Finance, Community Development (Planning & Zoning), Human Resources, Public Works, and Stormwater Management. Internal staff is functionally strong, and the Township is supported by an experienced external team of consultants. While direct oversight of the Police Department is not the responsibility of this position, the Township Manager will be expected to work cooperatively with the Chief of Police to ensure that adequate and appropriate resources are available to maintain the high level of service that the community has come to expect. The Township is the owner of the Reamstown Pool, which is operated by the Ephrata Rec Center through agreement.

The Township operates with a 2022 General Fund budget totaling approximately \$6.6 million. Additional fund budgets totaling \$2.1 million include: Street Light Fund, Hydrant Fund, Recreation Fund, Capital Reserve Fund, Traffic Impact Fund, Liquid Fuels Fund, and ARPA Fund. There are 27 full-time, 2 regular part-time, and 8 seasonal employees (including crossing guards).

Competitive candidates will be able to demonstrate a high level of performance in the full breadth of functional areas required to be a successful manager, an ability to effectively build community consensus and communicate with the Board and an engaged citizenry, and the adeptness required to manage a community experiencing significant growth.

Qualifications

The position requires a bachelor's degree from an accredited college or university in Public Administration, Business Administration, or other related field, and a minimum of 5 years of municipal management or transferable executive level, private sector experience. A master's degree is preferred. The individual must have, or be able to obtain, a valid Pennsylvania driver's license and be able to be bonded.

How to Apply

Send cover letter, résumé, salary history for the last 3 years, and 3 professional references in a single PDF document to the attention of Cherly Tapia at HR@ECT.town. Questions regarding the position may be directed to David Kratzer, Keystone Municipal Solutions, at dkratzer@keystonemunicipalsolutions.com.

The position will remain open until filled with interviews anticipated to commence during the week of August 22nd. Interested applicants are encouraged to apply early. In addition to a competitive benefit package, a salary range of \$110,000 – \$140,000 is anticipated, commensurate with experience.

East Cocalico Township is an Equal Opportunity Employer.