

Mount Joy Township, Lancaster County, is seeking candidates for Township Manager to lead our growing community of over 10,700 residents. As a Second-Class Township, a five-member Board of Supervisors sets the Township's policies and annual budget, with the Township Manager advising the Board on those and other administrative matters. Mount Joy Township has a \$5+ million General Fund budget and maintains 66 miles of roadway and 3 public parks.

The Township Manager is responsible for the daily operations of the Township Administration and works directly with the Township Roadmaster to oversee the Public Works Department. Individuals with strong communication, leadership, and organizational skills are invited to apply. Five years of experience in municipal government with a bachelor's degree in public administration or equivalent degree, or a comparable combination of education and experience, are minimum qualifications for the ideal candidate. Additional highly desirable skills include:

- Fiscal management and budget preparation
- Community relations and relationship building with residents and organizations, including strong facilitation and problem-solving skills.
- Knowledge of the PA Second Class Township Code
- Staffing of public meetings such as the Board of Supervisors, Park, and Recreation Board, etc.
- Oversight of employees

This is a full-time, salaried position with benefits including health insurance, life insurance, paid time off, and pension through the Pennsylvania Municipal Retirement System. Dental and vision insurance are also offered. Wage is commensurate with experience and education. Interested candidates can email a resume, cover letter, and three professional references to [jobs@mtjoytwp.org](mailto:jobs@mtjoytwp.org) or mail them to 8853 Elizabethtown Road, Elizabethtown, PA 17022 by April 19, 2024.