

JOB POSTING

Township Manager

Upper Macungie Township, Lehigh County, Pennsylvania

Upper Macungie Township seeks a strategic, experienced, and forward-thinking municipal executive to serve as its next Township Manager. This is a premier leadership opportunity in one of the Lehigh Valley's most dynamic and rapidly growing communities.

The Township Manager serves as the Chief Administrative Officer and is responsible for the efficient, effective, and lawful administration of all Township affairs under the direction and policy authority of the Board of Supervisors.

Upper Macungie offers the successful candidate the opportunity to lead a professional organization during a period of sustained growth, infrastructure investment, and economic expansion.

The Community

Located in the heart of Lehigh County, Upper Macungie Township is a thriving township of the Second-Class within the Lehigh Valley region of eastern Pennsylvania. The Township has experienced significant residential and commercial growth, supported by strong transportation access, industrial investment, and regional planning coordination.

Upper Macungie is recognized for:

- Strong financial management and fiscal stability
- Strategic infrastructure investment
- Expanding commercial and logistics sectors
- Growing residential neighborhoods
- Commitment to long-range planning

Job Responsibilities

The Township Manager prepares and administers the annual operating and capital budgets while providing comprehensive budget messaging and long-range financial planning. The position maintains strong fiscal controls and purchasing oversight and advises the Board of

Supervisors through professional analysis and policy recommendations. The Manager prepares Board meeting agendas and supporting materials, oversees personnel administration and organizational development, and supervises procurement and contract administration. Additional responsibilities include ensuring enforcement of Township ordinances and applicable non-penal Commonwealth laws; coordinating with regional agencies and partners; overseeing capital improvement programming and infrastructure planning; representing the Township in development coordination and public engagement matters; and investigating and resolving resident concerns and service issues.

Qualifications, Education, and Experience

Minimum Requirements:

- Bachelor's degree in public administration, planning, engineering, or related field
- Minimum five (5) years of progressively responsible municipal management experience
- Comprehensive knowledge of the Pennsylvania Township of the Second Class Township Code and MPC
- Experience in budgeting, purchasing, and personnel management
- Must be eligible for bonding as required by the code
- Accreditation by ICMA, APMM or other equivalent organizations preferred

Compensation

Upper Macungie Township offers competitive compensation and a benefits package. To apply, please email your electronic cover letter, résumé, and three professional references to MGraupera@keystonemunicipalsolutions.com by April 3, 2026.

Upper Macungie Township is an Equal Opportunity Employer committed to a diverse and inclusive workforce.