



Township Manager  
Wrightstown Township, PA



# The Community

Nestled in central Bucks County, Wrightstown Township is a charming and close-knit community. Our township is a vibrant blend of rich history, natural beauty, and modern amenities. From our picturesque historical sites to our bustling local businesses and community events, Wrightstown Township offers a welcoming and inclusive environment for residents and visitors alike.

We pride ourselves on our strong sense of community, where neighbors know each other by name and work together to create a safe, supportive, and thriving place to live. Join us in celebrating the unique spirit of Wrightstown Township, where tradition meets progress, and everyone feels at home. Wrightstown is dedicated to preserving their bucolic lifestyle and has dedicated funds for acquisition of open space property development rights.

This is funded primarily through an open space real estate tax and a resident approved earned income tax, although both of those taxes have been paused since ample funding is currently available. Sound decisions over time have led to strong finances with dedicated funds for open space and capital expenditures with diversified income streams. Since we do not have a police department, our pension obligation is very low. Real estate taxes are stable and earned income tax continues to increase due to the success of our residents.



# About the Position

The Township Manager is the chief administrative officer of the Township and has a wide range of oversight and responsibility over municipal functions. The manager oversees administration, code enforcement, zoning, public works and finance. Police, fire, and ambulance services are all provided through contracts with third parties. The manager coordinates as needed with the engineer and solicitor along with other professionals.

The Board of Supervisors is comprised of three long serving members. The “junior” member has been on the Board for 18 years. The Board works very well together and has a clear vision for the Township. They are open to new ideas and gravitate to making decisions that are the best long-term solutions.

With established operations and governance, the manager should view themselves as a focal point for the coordination of municipal and community processes. Since this is a small township, the manager needs to be in tune with the long-standing organizations and traditions that the residents are used to.

The previous manager left on good terms to become the Township Manager of a larger community.





## Challenges and Opportunities

Operations of the Township are stable, there are a few opportunities for improvement. First, a long term financial plan should be developed with the Board to ensure an optimal configuration and use of funds. There are multiple funds in place that have a significant amount of assets. A plan should be developed to spell out the best number and type of funds and how those funds will be utilized over time. There are opportunities for future capital projects, acquisitions, and defraying expected cost increases that a financial plan can address.

Staffing is another area to be addressed. A few staff members have resigned over the last year with some of the duties taken over by third parties. Another staff member is expected to return to school at the beginning of 2025. The manager will have to review and recommend the best organizational structure and then find the right people for the positions.



## The Ideal Candidate

While experienced managers are welcome to apply, we encourage Assistant Township/Borough Managers, department heads, and other experienced municipal administrators to submit if you're ready to take the next step in your career. Wrightstown is a stable community with long serving Board members that will allow a first-time manager the ability to grow and learn in a comfortable environment. With no unions, no police department, and limited development, this is a great situation for those who have yet to experience every facet of municipal government. We're looking for someone who is not a pure administrator and understands that there are times when work should be delegated and times when you will have to do the work yourself.

Optimally, the candidate will have at least 3-5 years of government administrative/managerial experience. Management and leadership experience is critical to this role to effectively work with the Board, staff, and public. The manager should be confident about their ability to do their job and work with others. Effectively representing the Board and the township is a necessity. Proficiency in finance and budgeting is also important as the finance staff is limited.

The candidate needs to be comfortable developing and managing a budget, interpreting financial reports, and ensuring spending within guidelines.

# Compensation

The expected minimum salary is \$120,000 per year with the potential for higher for candidates with the right set of qualifications and experience. The Township has a generous benefits package including medical, dental, and vision coverage as well as contributions to a retirement plan.



# The Process

Qualified candidates will have an initial discussion about the position with the recruiter. We will not ask you to complete any type of questionnaire or do a recorded interview as we believe that having live conversations with people is most productive. Those selected for an interview will meet with the Board of Supervisors. Two rounds of interviews are expected but the process may change based on the applications received.

Once a match is made and negotiations are completed, the selected candidate will have a background check prior to employment.

# How To Apply

Cover letters and resumes should be sent to Gregg Schuster at [Gregg@imperiumconsultingllc.com](mailto:Gregg@imperiumconsultingllc.com) by 10/25/24. Any questions about the position or process can be directed to Gregg Schuster at (570) 977-0605 or [Gregg@imperiumconsultingllc.com](mailto:Gregg@imperiumconsultingllc.com) .

## Resources

Township Website  
[www.wrightstownpa.org](http://www.wrightstownpa.org)

Middletown Grange Fair  
[www.middletowngrangefair.org](http://www.middletowngrangefair.org)

Wrightstown Farmers Market  
[www.wrightstownfarmersmarket.org](http://www.wrightstownfarmersmarket.org)

Anchor Run Farm  
[www.anchorrunfarm.com](http://www.anchorrunfarm.com)

The Village Library  
[www.wrightstownlibrary.org](http://www.wrightstownlibrary.org)

Lingohocken Fire Company  
[www.lfco.org](http://www.lfco.org)

