

**ASSISTANT TOWNSHIP MANAGER
JOB POSTING
October 25, 2024**

Douglass Township seeks a highly organized and detail oriented individual to serve as the Assistant Township Manager in a fast -growing Second Class Township of 11,000 residents located in Western Montgomery County. The Township is comprised of just over 15 square miles and includes residential subdivisions, commercial shopping centers, a neighborhood hospital, rolling farm lands and preserved open space. The Township operates with an approved 2024 budget of approximately \$5.4 million with 12 full time non-uniform and 13 full time uniformed employees.

The Assistant Township Manager will provide administrative support to the Township Manager and Administrative Staff with knowledge of local government operations, programs and procedures. The Assistant Manager will have a passion for public service and be willing to learn a multitude of tasks relating to municipal government operations. The position will direct, operate, administer and coordinate all Zoning Department activities and programs, communicates with staff, residents, and other stakeholders, assists with the Township budget and financial recordkeeping, maintains records and files and participates in public meetings and events.

The following skills and competencies are preferred for this position:

- At least 3 years of experience in Public Administration, Communication, Marketing, or a related field/transferrable experience, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Experience communicating on behalf of an organization through websites, social media, and newsletters/e-newsletters.
- Experience with event planning, scheduling, and managing events or meetings.
- Experience with Pennsylvania Municipalities Planning Code and Land Development.
- Experience with Township Zoning and Code Enforcement Administration.
- A valid Pennsylvania Motor Vehicle Operators License.

Salary starts at \$70,000.00 and will commensurate with experience. Competitive benefits package includes salary plus a defined benefit pension, comprehensive medical, dental and vision insurance, life insurance, accidental death and dismemberment insurance, short-term disability insurance, and option to participate in a 457 plan. There is paid vacation, sick and personal time offered.

Applicants should submit cover letter and resume in one document to Andrew Duncan, Township Manager, at aduncan@douglasstownship.org. This position is open until filled.

Douglass Township, Montgomery County
1320 E. Philadelphia Avenue
PO BOX 297
Gilbertsville, Pa. 19525