

East Pikeland Township  
Chester County, PA

Job Announcement

ASSISTANT TOWNSHIP MANAGER

East Pikeland Township (population 8,260) is seeking a qualified individual to fill the position of Assistant Manager. This newly created position is full-time with competitive salary and benefits.

The Assistant Township Manager should have knowledge of local government operations, programs and procedures and will provide administrative support to the Township Manager. The position will administer the subdivision/land development process; serve as liaison to the Planning Commission, Historical Commission and Zoning Hearing Board; and work closely with municipal officials, volunteers and consultants.

Applicants should have excellent communication skills, computer skills, and the ability to exercise good judgment and tact in dealing with the public. A flexible schedule is required as the work schedule will include some evening meetings.

The ideal candidate should have a Bachelor's Degree with at least three years' experience in local government, planning, code enforcement or similar fields. A Master's Degree in Public Administration may be substituted for experience or any combination of experience and training that provides the required knowledge, skills, and abilities required for this position

Apply to: East Pikeland Township by mailing cover letter, resume and salary history to: Township Manager, P.O. Box 58, Kimberton PA 19442 or by email to: [manager@eastpikeland.org](mailto:manager@eastpikeland.org). More information can be found at [www.eastpikeland.org](http://www.eastpikeland.org). Deadline for applications is February 28, 2025.

East Pikeland Township  
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**Job Description**

**ASSISTANT TOWNSHIP MANAGER**

East Pikeland Township (Chester County, PA) is seeking candidates for a full-time Assistant Township Manager. Work is performed under the general supervision of the Township Manager.

Employee in this position is responsible for assisting in the direction and supervision of all departments and other activities of the municipality in the absence of the Township Manager. Work requires the exercise of independent judgment and the application of considerable knowledge of municipal organization and programs.

**SPECIFIC DUTIES**

1. Subdivision Officer.
  - a. Prepare Planning Commission monthly meeting agenda.
  - b. Attend Planning Commission meetings and serve as secretary by taking meeting minutes and processing correspondence.
  - c. Serve as liaison with township consultants and developers.
  - d. Accept, distribute, manage, and coordinate all aspects of subdivision and land development applications and plans.
  - e. Review and analyze subdivision/land development applications and make recommendations regarding such applications to the Planning Commission and Township Manager through written reports and oral presentations.
  - f. Advise Township Manager on planning, building, and economic development issues.
  - g. Maintain subdivision/land development files.
  - h. Serve as liaison between the Township and appropriate State, County, and other agencies regarding land use proposals.
  - i. Meet with developers, realtors, contractors, and general public to review construction development plans, discuss non-conformities, and propose rectifying actions for proposed projects.
  - j. Process Sewage Facilities Planning Modules submitted by developers or landowners.
  - k. Respond to Subdivision, Land Development, Zoning and Floodplain questions.
  - l. Assist in preparation, review and presentation of modifications to land use ordinances.
2. Zoning Hearing Board Liaison.
  - a. Process Zoning Hearing Board applications for zoning variances and special exceptions, including compliance with advertising and posting requirements.
  - b. Serve as liaison to the Zoning Hearing Board members and their solicitor.
  - c. Coordinate with township consultants, as necessary.
  - d. Attend Zoning Hearings, as necessary.
3. Township Consultant Liaison.
  - a. Oversee township engineer, building code official, planning consultant, and transportation engineer and their relevant projects.

4. Historical Commission Liaison.
  - a. Attend monthly meetings and support volunteer activities.
  - b. Process applications for HARB or Historical Commission reviews.
5. Serve as primary liaison between township staff and contracted IT consultants/vendors.
6. Represent the Township to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.
7. Oversee Township communications, such as the newsletter, website and social media.
8. Investigate complaints when directed by the Township Manager.
9. Prepare monthly activity reports.
10. Assist in the development of the township annual budget. Manage budgets of appropriate programs.
11. Other tasks as assigned by Township Manager.
12. In the absence of the Township Manager, perform the functions of the Township Manager under the direction of the Board of Supervisors.

#### QUALIFICATIONS:

- Ability to read and understand subdivision and land development engineered plans.
- Knowledge of zoning regulations and subdivision/land development process.
- Knowledge of theories, practices, concepts, and techniques of planning and land development.
- Knowledge of fiscal policies and procedures applicable to municipal finance administration and budgeting.
- Knowledge of the Township Code, and state and federal law affecting Second Class Townships.
- Familiarity with the workings and requirements of state and federal grants.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office (Excel, Word, Outlook, and PowerPoint) required.
- Ability to prepare and maintain accurate records.
- Ability to supervise and manage personnel and volunteers.
- Ability to resolve conflicts in a diplomatic fashion.
- Ability to prioritize duties and work on several projects simultaneously.
- Familiarity with geographical features of East Pikeland Township is a plus.

### EDUCATION AND EXPERIENCE:

- Candidate should possess the minimum of a Bachelor's Degree with at least three years of experience in local government, planning, code enforcement or a related area.
- A Master's Degree in Public Administration may be substituted for experience or any combination of experience and training that provides the required knowledge, skills, and abilities required of this position.

### JOB CONTEXT:

- Work is performed under the direction of the Township Manager.
- Full-time salaried position of 40+ hours/week; some evening hours required for meetings.
- Payroll method - Wages paid every two weeks
- Benefits:
  - Health Care package (including medical, dental, vision and Rx).
  - Pension Plan with match by employer after one year of service.
  - Voluntary employee contribution to 457 Plan
  - Life Insurance
  - Short-term and Long-term disability