

# VALLEY TOWNSHIP

## CHESTER COUNTY

# TOWNSHIP MANAGER OPENING

VALLEY TOWNSHIP, is located in Chester County, Pennsylvania. Valley Township has history dating to the Revolutionary War. The Township was actually formed in 1852 from West Caln and West Brandywine Township. The Township's current boundaries were officially designated by a special jury in 1894.

Valley Township is tri-isected by US Business 30 (Lincoln Highway) and by the US 30 bypass. The opening of the US 30 bypass in 1966 made Valley Township more accessible.

Valley Township has recently gone through a growth spurt. Several residential developments are nearing completion. The Township's population has grown by almost 1,000 persons, since the 2010 census.

Valley Township is home to the G. O. Carlson Airport, operated by the Chester County Airport Authority. G. O. Carlson Airport is the third busiest general aviation airport in the Commonwealth of Pennsylvania behind Northeast Philadelphia Airport and Allegheny County Airport.

Valley Township is a Pennsylvania Township of the Second Class. It is governed by five supervisors who are elected at large. The Township's General Fund budget is approximately \$4,500,000.

The Township approved a new bond issue for the construction of a new municipal building. This project is slated for completion in late 2018. The new facility will house the Administration, Finance, Codes and Police Departments. This also will include the public meeting room and the Township's Emergency Operations Center.

### Valley Township Manager Qualities

- Innovative leader, who can implement new programs, bring new ideas within the budget of Valley Township
- Must be able to Lead by Example
  - Capitalizing on employee talents
  - Empowering employees
  - Add value to the current employees
  - Help them discover their strengths and overcome any weaknesses
- Must be able to be a strategic planner
  - Determine where Valley Township is going
  - Provide planning and guidance to the Board of Supervisors to develop a strategic plan for the Township
  - Then implementing the plan
- Ambassador for the Township
  - To current and prospective businesses
  - Public Relations to the residents and the media
- Must be able to maintain good employee relations
- Must be able to develop employees
  - Culture change from Board directed to Manager directed activities
  - Implement goals and objectives to help employees stretch their boundaries and be accountable for their actions
  - Implement a fair performance evaluation system

### Township Manager Duties

- The Manager is responsible for the activities of all Township departments, except for the police department operations
- The Manager shall work with department heads to prepare the Township budget for presentation to the Board of Supervisors, including expenditures, revenues and supporting documentation.
- The Manager shall be responsible for the efficient execution and administration of the approved budget
- The Manager shall develop long range fiscal planning for the Board of Supervisors for general fund and capital projects
- The Manager shall attend all meetings and special meetings of the Board of Supervisors and attend other meetings as assigned by the Board
- The Manager shall communicate with the Board, so as to keep them informed to Township activities, the condition of the Township finances and make recommendation to the Board of Supervisors as needed
- The Manager shall submit to the Board, as soon as possible after the close of the fiscal year, a complete report on the finances and administrative activities of the Township for the preceding year.
- The Manager shall administer all contracts, bids, franchise agreements, lease, permits, and privileges issued by or involving the Township to ensure compliance by all parties.
- The Manager shall ensure that all monies owed to the Township are promptly paid and proper proceedings for the security and collection of all of the Township's claims.
- The Manager is the purchasing officer for the Township and shall purchase with the provisions of the Second Class Township Code, 53 P.S. §65101 *et seq.*, all supplies and equipment as authorized by the Board of Supervisors
- The Manager shall receive, investigate and dispose of all complaints regarding the Township or its employees and shall report the complaint, investigation and outcome to the Board of Supervisors
- The Manager shall thoroughly analyze all matters requiring Board decision and represent fairly and objectively all facts pertinent so the Board can make informed decisions
- The Manager shall maintain a high level of public relations for all elements of the Township government, including the periodic preparation of reports and such other information as directed by the Board of Supervisors.

**Police** – Valley Township has a 24/7 Police Department staffed by a Chief, five (5) full, six (6) part-time officers and one (1) part-time administrative staff member.

A new police chief is being selected concurrent with the search for a new manager. The search is being conducted by the PA Chiefs of Police Association

**Public Works** – is staffed by nine (9) full-time employees. The public works department is responsible for highway maintenance, trash and recycle collection, water system and sanitary sewer system oversight.

The water treatment consists of a plant supplied by three (3) wells providing water to the north side of the Township.

The Township purchases bulk water from PA American to supply water to the south side of the Township.

Wastewater is collected by a Township owned system and transmitted to the PA American treatment plant in Coatesville. The Township maintains several pump stations throughout the Township.

**Administration/Finance** – four (4) full-time personnel are responsible for the finance and utility billing

**Codes** – One full-time clerk coordinates permits and inspections with a third party UCC inspection

## Qualifications

Minimum of five (5) years of progressively responsible leadership in an administrative, managerial or staff capacity with a municipal government agency or similar complex organization with comparable services.

Must possess a bachelor's degree in Public Administration, Business Administration or a closely related field. Master degree is preferred.

Must reside within 45 minutes normal travel time of the Valley Township municipal boundaries within six (6) months of hire.

Salary and benefits are competitive and commensurate with the successful candidate's experience.

## How to Apply

Send the following items:

1. Cover letter
2. Current resume
3. A list of three (3) professional references
4. A list of three (3) personal references

All applicants must have their paperwork submitted and postmarked **NO LATER THAN August 31, 2018**

Position will remain open until filled.

Send the items, in a **sealed envelope** to:

**Valley Township Manager Search**  
**C/O Frank E. Williamson, Jr., Interim Manager**  
**P.O. Box 467**  
**890 West Lincoln Highway**  
**Coatesville, PA 19320**

**\*\*Valley Township is an equal opportunity employer\*\***

**\*\*Minorities and women are encouraged to apply\*\***