Cumberland Township, Adams County, Pennsylvania
1370 Fairfield Road, Gettysburg, PA 17325

TOWNSHIP MANAGER

Cumberland Township, located in Adams County, PA seeks an experienced Municipal Manager to serve a community of 7,000 residents.

A vast portion of the 6,000+ acre Gettysburg National Park is located in the Township. The Township Manager is the Chief Administrative Officer of the Township, appointed by a five (5) member Board of Supervisors. The Manager is responsible for the general oversight of all of the Township’s day to day operations. Work involves supervising, directing, and coordinating all departments and activities of the Township (Departments include Administration, Public Works, Planning and Zoning, and Police) to ensure operations are in conformance with policy directives, rules, regulations, and the Pennsylvania Second Class Township Code.

The Township’s General Fund operations total $3,965,200.62. The total of all funds (including Fund Balance) is $5,316,718. The Township currently has 19 full-time employees and one (1) part-time employee. The Township is in the process of a comprehensive rezoning initiative and is in the implementation stage of its MS4 Program. The Township is a bedroom community to the Baltimore-Washington Metropolitan area and is home to an actively engaged population.

Competitive candidates must be able to demonstrate a high level of successful performance in municipal management, budgeting, and planning. Ability to build community consensus and communicate effectively with engaged citizenry are important attributes. A strong record of leadership in a comparable community is important, along with experience with oversight of municipal departments such as Public Works, Administration, Planning and Zoning, and Police.

A Bachelor’s degree from an accredited college or university in public or business administration, finance, planning or a related field is required. A Master’s Degree in Public or Business Administration, Political Science, or a closely related field or Equivalent Degree is preferred. Candidates must have a minimum of five (5) years municipal management experience. Applicants must have a valid driver’s license and must qualify for a surety bond.

The salary range is $75,000-$90,000, depending on qualifications and experience. The Township has an excellent comprehensive benefits package. The Township Manager’s Ordinance and Resolution establishing the duties of the Manager are available on the Township’s website: http://www.adamscounty.us/Munic/CumberlandTwp/Pages/default.aspx

Send cover letter, resume, salary history/expectation and at least three professional references in a single PDF document to: cmerryman@cumberlandtownship.com or to Carol Merryman, Township Secretary, 1370 Fairfield Road, Gettysburg, PA 17325. The position will remain open until filled.