



Berks County, Pennsylvania

seeks a
TOWNSHIP MANAGER

accepting applicants until
July 15th, 2024

APPLY NOW

<https://kaffstrat.typeform.com/to/GrGrQIno>



25.5K
Population



\$25M
Budget



30
Employees



\$140K - \$160K
Salary



Administration



Public Works



Engineering



Parks



Country Club



Police



Volunteer Fire

Position Overview



Exeter Township is seeking a forward-thinking, innovative professional to fill the role of Township Manager. This individual will play a critical role in shaping the future of the community by effectively fostering an exceptional living and working environment for residents and businesses.

KEY RESPONSIBILITIES

The township manager primarily performs the following responsibilities:

- **Leadership and Management:** Lead and manage the daily operations of the township, ensuring efficiency and effectiveness in service delivery across all departments.
- **Policy Implementation:** Work closely with the Board of Supervisors to implement policies and strategic initiatives aimed at community growth and improvement.
- **Fiscal Oversight:** Oversee the township's operating budget of \$14M and an overall budget of \$25M across 24 funds, ensuring fiscal responsibility and strategic allocation of resources.
- **Community Engagement:** Build and maintain strong relationships with community stakeholders, fostering a collaborative approach to community development and problem-solving.



Reading Country Club – Exeter Township

HISTORY

Exeter Township, founded in 1741, has a rich historical heritage, rooted in a Quaker background, with several locations listed on the National Register of Historic Places, including properties owned by ancestors of Daniel Boone and Abraham Lincoln. The name “Exeter” honors the Boones’ English origins, linking the community to Bradninch, near Exeter, England. Today the Daniel Boone Homestead remains a popular site for visitors, celebrating this historical legacy.



Daniel Boone Homestead – Exeter Township

Exeter Township has grown significantly over the centuries, becoming a vital connection between nearby towns. The post-World War II suburban expansion and the 1980s completion of the Rt. 422 Bypass facilitated commuting to Philadelphia, driving population growth. Today, Exeter continues to focus on economic development and community improvement, balancing its historical roots with modern progress.

Community Profile



DEMOGRAPHICS

Exeter Township offers a promising environment with substantial opportunities for growth, efficiency improvements, and relationship building. Here's a snapshot of the key demographics:

- Stable population of 25,500
- 34% of the population has a bachelor's degree or higher
- Median household income of \$91,674
- Median home value of \$240,000
- Racial makeup: 80% White, 3% Black, 12% Hispanic, 5% Other
- Covers 24.6 square miles
- Nestled along the Schuylkill River at the southern boundary
- Enjoys a suburban-rural mix lifestyle
- 9,500 homes with 86% homeownership
- Median age of 43.8 years
- Schools received an A-/B rating on Niche

This demographic profile highlights Exeter Township's strong foundation and potential for continued development.



Exeter Community Library

Community Profile



LOCATION

Exeter Township of Berks County is adjacent to the City of Reading, about an hour drive northwest of Philadelphia. It is currently a second-class township with a five person Board of Supervisors. Known for its vibrant community spirit and picturesque landscapes, Exeter Township offers a blend of suburban tranquility and access to urban amenities.



Reading Country Club – Exeter Township

TOWNSHIP DEPARTMENTS

- Administration & Finance Department
- Police Department
- Engineering Department
- Public Works Department
- Parks and Recreation
- Reading Country Club
- Volunteer Fire Department

RESIDENTIAL SERVICES

- Refuse Collection
- Recycling
- Trout Run Brush Depository
- Spring Clean Up
- Leaf/Brush Collection
- Animal Control
- Online Mapping



Lorane Hollow Park – Reading, PA

JOB DESCRIPTION

The Manager is the chief administrative officer of the Township and shall be responsible to the Board as a whole for the proper and efficient administration of the affairs of the Township. The powers and duties of the Manager shall be executive (non-legislative) and shall relate to the general management of all Township affairs not expressly imposed or conferred by statute or ordinance upon other Township officers or employees. The ordinance establishing duties outlines the following:

- Supervise and be responsible for the activities of the Township departments excluding police.
- Establish staffing levels for effective delivery of services; fixing wages and salaries of personnel, addressing succession and innovative career development through effective recruitment and continued training.
- Prepare and govern the budget each fiscal year, along with a budget message and proper reporting to the Board, maintaining a good financial standing and cash management.
- Prepare the agenda and present relevant data to the Board at each meeting, keeping the Board informed of project status and any undercurrents.
- Collaborate with the Township Board to consistently move forward with current strategic preferences, capital improvement needs, and future project planning.
- Contract negotiations, letting, and supervision, maintaining on budget and within the deadlines negotiated.
- Public relations by strengthening partnerships with external agencies and other local government entities.

AUTHORITY

The Board of Supervisors is ultimately legislatively responsible for fiscal management, policy creation and administration of the Township's happenings, and delegates executive authority to the Township Manager to administer their policy. The Board meets twice per month in public voting meetings, not including working and executive sessions.

RESOURCES

The Township Manager supervises and manages the daily operations through the Township operating budget of \$14M and an overall budget of \$25M across two dozen different funds, with a team of direct reports.

Position Profile



IDEAL CANDIDATE

The ideal candidate will possess a range of key traits and experiences that align with the community's needs and aspirations, and professionally build positive relationships with the current staff. This individual will have a proven history of leading a community of similar size and financial structure, demonstrating the ability to manage comparable budgets and resources effectively. They will bring a visionary outlook, capable of leveraging the existing staff and budget to facilitate future growth and development. The successful candidate will enjoy navigating community leaders through dynamic board management, strategic capital projects and setting priorities that benefit the township. Clear communication with the Board of Supervisors, staff, and community members is essential, as is the ability to take direction from the Board. Experience in elevating economic development within a community is crucial, alongside a strong commitment to team building, high ethical standards, and fostering interdepartmental cooperation. Additionally, the candidate will have a robust financial background, with expertise in long-term budgeting, capital planning, and managing complex projects. These traits will ensure that the new Township Manager can drive Exeter Township towards a prosperous and well-managed future.

CREDENTIALING

The successful candidate must possess at least a bachelor's degree and have 7-10 years of progressively responsible management experience. Preferred qualifications include a master's degree in public administration or a related field, as well as ICMA (International City/County Management Association) or similar credentialing. Experience as an assistant town manager or town manager in a mid-sized government entity is highly desirable. The ideal candidate will also demonstrate a strong track record of leadership, strategic planning, and effective community engagement. This combination of education, experience, and professional development will ensure the new Township Manager is well-equipped to lead Exeter Township towards a thriving and sustainable future.



Dunn Community Center – Exeter Township

Position Overview



SALARY AND BENEFITS

The salary range for the Township Manager position is \$140,000 - \$160,000, with the starting salary determined based on the candidate's experience and qualifications. Exeter Township offers a comprehensive benefits package designed to support the well-being and professional growth of its employees. This package includes health, dental, and vision insurance, life insurance, paid vacation, personal days, and sick leave. Additionally, Exeter Township is committed to the ongoing professional development of its staff, providing various opportunities and assistance in this area. Employees also participate in the township's deferred compensation plan, ensuring a robust retirement savings option. This combination of competitive salary and extensive benefits underscores Exeter Township's commitment to attracting and retaining top-tier talent.

PROCESS

To apply for the position of Township Manager, candidates must first complete an online interest form, which includes fields for uploading a resume and cover letter. After the initial review of applications, along with a basic background check, selected candidates will undergo a phone screening with partners at Kafferlin Strategies. Successful applicants will then have their references checked and be invited to participate in a series of interviews with the Supervisors and eventually staff. This may include both virtual and in-person meetings to assess the candidates' qualifications and fit for the role. The final candidates will be asked to attend a public meeting and present, allowing community members and stakeholders to engage and ask questions. Ultimately, the process culminates with a vote by the Board of Supervisors in a public meeting following the public presentations, and the subsequent acceptance and official installation of the chosen candidate.



Dunn Community Center - Exeter Township

Position Overview



CONTACT INFORMATION

Applicants are asked not to contact the Township directly. Instead, for more information on this position, please contact:

Lisa Hagberg, Partner
Kafferlin Strategies, LLC
Email: search@kafferlinstrategies.com
Phone: 814-563-3394



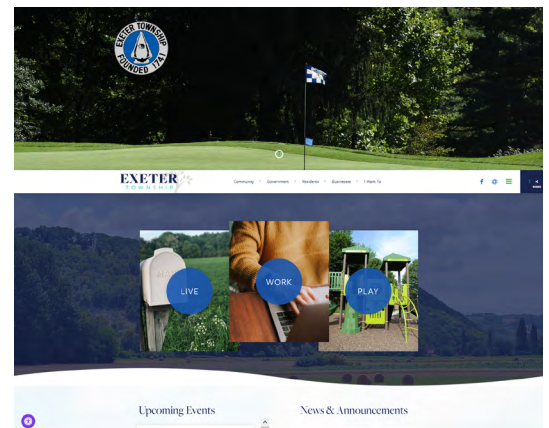
Lisa Hagberg – Kafferlin Strategies

Feel free to reach out to Lisa with any questions or to discuss this exciting opportunity further. She will be happy to provide additional details and assist you through the application process.

ADDITIONAL RESOURCES

For those interested in learning more about Exeter Township and its various departments and initiatives, below is a list of links that might be helpful. Although the main Exeter Township website has some broken links, it offers a starting point for general information. For more specific details, you can visit the Exeter Fire Department and Exeter Police Department websites, which provide insights into their operations and community services. The Exeter Chamber of Commerce website is an excellent resource for understanding local business and economic activities. Additionally, the Exeter Budget Document for 2024 is available for review, offering a comprehensive look at the township’s financial planning and priorities for the upcoming year.

- Exeter Township  <https://exetertownship.com>
- Exeter Township Fire Department  <https://www.exetertwpfire25.com>
- Exeter Township Police Department  <https://www.exeterpolice.com>
- Exeter Budget for 2024 <https://cms3.revize.com/revize/exetertwp/2024%20Final%20Budget.pdf>



www.ExeterTownship.com

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

Exeter Township is committed to providing equal employment opportunities to all individuals. We do not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, genetic information, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

Exeter Township complies with all applicable provisions of the Americans with Disabilities Act (ADA). We are committed to providing reasonable accommodations to qualified individuals with disabilities. If you require an accommodation during the application process or employment, please contact search@kafferlinstrategies.com to discuss your needs.

BACKGROUND CHECK AND EMPLOYMENT VERIFICATION

All employment offers are contingent upon the successful completion of a background check. By submitting an application, you authorize Exeter Township and its agents to conduct a thorough background investigation, which may include verification of academic records, employment history, professional references, criminal history, credit history (if applicable), and driving records (if applicable). A photocopy or electronic copy of this authorization shall be as valid as the original.

CONFIDENTIALITY STATEMENT

Exeter Township will take reasonable measures to protect the confidentiality of all information provided by applicants. However, absolute confidentiality cannot be guaranteed due to legal and operational requirements.

AT-WILL EMPLOYMENT

Employment with Exeter Township is at-will. This means that either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice, unless otherwise specified by contract or law.

RIGHT TO ACCEPT OR REJECT

Exeter Township reserves the right to accept or reject any application at the discretion of the hiring committee or Board of Supervisors. Submission of an application does not guarantee an interview or employment.

EMPLOYMENT ELIGIBILITY VERIFICATION

Applicants must be legally authorized to work in the United States and may be required to provide documentation verifying their eligibility.

By submitting an application, you acknowledge that you have read, understood, and agree to the terms of this Legal Disclosure. For further information or questions regarding this disclosure, please contact Lisa Hagberg at the contact information above.