

Title: Assistant Township Manager
Reports to: Township Manager
Category: Full time regular
FLSA: Exempt
Salary Range: \$90,000 – \$115,000

Summary

Upper Allen Township supports over 24,000 residents with services that affect their everyday lives. We're seeking a detail-oriented, creative professional to serve as Assistant Township Manager. This position maintains our Grant program, social media presence, and assists with oversight of the day-to-day operations of the administration. This innovative, engaged manager will help us build and maintain a sustainable community where every resident can thrive.

The ideal candidate will be an innovative self-starter, have exceptional verbal and writing skills, demonstrated success in team building and management, experience in full-cycle grant administration, and the coordination of media for a professional entity.

Key Responsibilities:

- Support the Township Manager in developing, implementing, and evaluating Township policies, procedures, and operations.
- Manage all aspects of grant development and administration, including research, application preparation, reporting, and compliance.
- Oversee Township communications and public engagement through digital platforms, printed materials, and the quarterly newsletter.
- Supervise assigned staff and ensure projects, directives, and service requests are completed accurately and on schedule.
- Conduct policy and operational research, providing analysis and recommendations to improve Township programs and services.
- Assist in the development and management of the annual budget, including capital planning, personnel needs, and financial approvals.
- Serve as liaison to consultants, partner agencies, and community organizations to support Township operations and initiatives.
- Represent the Township Manager when absent, overseeing key departments and attending Board and public meetings as required.

What We're Looking For:

- Background in local government operations and governance.
- Exceptional interpersonal and communication skills.
- Proven experience developing a grant program with progressive growth.
- Commitment to customer service, resident engagement, and community-building.
- Comfortable serving as a visible leader and public representative of the Township.

Minimum Qualifications:

- Bachelor's degree in Public Administration, Business Administration, Marketing or a related field; Masters preferred.
- At least four (4) years of progressively responsible program and personnel management experience, preferably in the public sector:

- Two (2) or more years experience in grant writing and administration
- Equivalent combinations of education and experience will be considered.

How to Apply:

Visit our website to complete an application at:

<https://uatwp.org/departments/administration/employment.php>

Additionally, resumes and cover letters may be forwarded to hr@uatwp.org.