

TOWNSHIP OF
MIDDLETOWN
BUCKS COUNTY

Township Manager Position



THE COMMUNITY



POPULATION

With a population of 46,040, Middletown Township is the third-most populated municipality in Bucks County and one of the largest municipalities in suburban Philadelphia.



BUSINESSES

Home to the Oxford Valley Mall, St. Mary Medical Center and Sesame Place amusement park, Middletown Township covers more than 20 square miles. The Township is also home to nearly 2,000 other businesses.



SCHOOLS

Middletown Township is part of the Neshaminy School District. Seven of the district's ten campuses are in the Township, including Neshaminy High School. There are also several private and parochial schools in Middletown, including The George School, a private boarding and day school.



DEVELOPMENT

There are currently several large land developments under construction in Middletown Township, including 600 luxury apartment units, several townhome developments as well as commercial and industrial developments.



TRANSPORTATION

Middletown Township is positioned at a critical crossroad of two major transportation routes - US-1 and Interstate 295.



THE TOWNSHIP MANAGER POSITION

The Township Manager is the Chief Administrative Officer, appointed by a five (5) member Board of Supervisors with staggered six (6) year terms. The Manager is a highly visible leader responsible for implementing policies, overseeing daily operations, and ensuring effective municipal services.

The current manager is retiring after thirteen (13) years of service to the Township and is leaving on very good terms with the Board of Supervisors.



The Board expects that the Manager embrace open government, transparency and diplomacy. The Township Manager must efficiently, responsibly, and creatively provide the essential services that build value and protect health, safety, and rights for all who live and work in Middletown.

The ideal candidate is a strong communicator and collaborative leader who fosters teamwork and engagement with staff, elected officials, and the community. Approachable and diplomatic, this person will be able to navigate complex issues with professionalism and will balance varying personalities with ease. As an ego-less leader, they will prioritize the township's best interests, making sound decisions that enhance services, strengthen relationships, and promote long-term success

QUALIFICATIONS OF THE SUCCESSFUL CANDIDATE

The Township is committed to continuing the legacy of the retiring Manager by upholding the values of integrity, stewardship, responsiveness, respect, transparency, and collaboration.

To ensure success in this role, the following qualifications, skills, and competencies are essential:

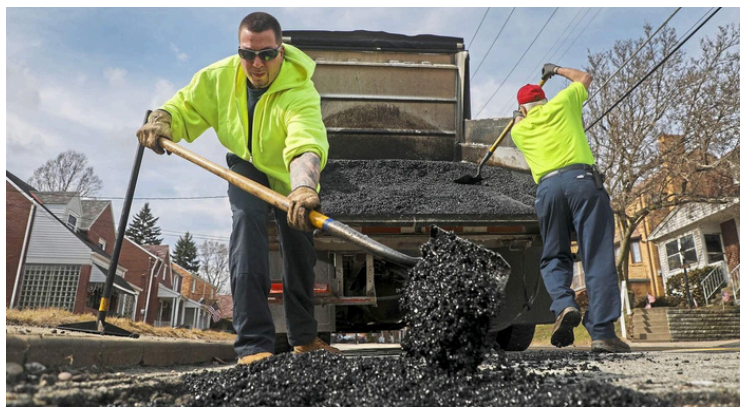
- Proven success in municipal management, with a track record of strong, transparent administrative leadership in a similar community or organization.
- Demonstrated experience in developing, managing, and balancing complex annual operating and capital expenditure budgets comparable to those of the Township.
- Ability to approach and resolve challenges with innovative and creative solutions.
- Verifiable experience in applying effective leadership techniques to set and achieve goals within financial and resource constraints.
- A history of leading with personal integrity, ethical behavior.



KNOWLEDGE/EXPERIENCE

A bachelor's degree from an accredited college/university in public or business administration, finance, planning or a related field is required. Master's degree in public or business administration or a closely related field is strongly preferred.

A minimum of five (5) years of direct experience as a municipal manager or assistant manager/senior executive, with experience in planning, organizing, and directing administrative, operational services and municipal finance administration or an equivalent combination of education and qualifying experience.



AWARDS & RECOGNITIONS



GFOA Distinguished Budget Award

Middletown Township received its sixth (6th) consecutive Distinguished Budget Award from GFOA in 2024.



GFOA Certificate of Achievement for Excellence in Financial Reporting

Middletown Township is a twenty-one (21) time recipient of this award, earning it consecutively over the past eleven (11) years.



Aaa Bond Rating

Middletown Township earned a triple-A credit rating from Moody's in 2021. This rating was reaffirmed in 2023.



Certified Platinum Sustainable Community

Middletown Township became the tenth (10th) community to achieve this designation, the highest possible recognition. Middletown is one of only two (2) communities in the region to earn this achievement.



PA Law Enforcement Accreditation Program

The Middletown Township Police Department earned its first accreditation in 2008 and was reaccredited for a fifth (5th) time in 2023.

THE ORGANIZATION



DEPARTMENTS

Middletown Township has seven departments: administration, finance, police, fire and emergency services, parks and recreation, building and zoning, and public works,



EMPLOYEES

Middletown Township has approximately 150 full-time equivalent employees. Township employees are represented by four separate collective bargaining units.



BUDGET

The Township operates with an approved 2025 total overall budget of approximately \$45 million in operational expenditures and \$3.5 million in capital expenditures.



FACILITIES and INFRASTRUCTURE

Middletown Township boasts nineteen (19) park and recreation areas that include both passive and active recreation covering more than 800 acres. The Township manages 140 miles of roadways as well as stormwater infrastructure and an extensive traffic signal system.



PRESERVED PROPERTIES

Middletown Township owns two properties that are operated by private entities: the historic Middletown Country Club and Styers Orchard and Farm Market. The Langhorne Spring Water and Spring Valley Farm properties are also owned by the Township and permanently preserved.

TO APPLY

Applicants should submit cover letter, resume and salary history in one document to Roseann McGrath at Roseann@mcgrathconsulting.com.

This position is open until filled, with the first review of applicants no later than April 14, 2025.



COMPENSATION

Competitive compensation and benefits package commensurate with knowledge, skills, abilities, qualification, and experience.

The final candidate's hire is contingent upon successful completion of a comprehensive background check/verification.

Learn more about Middletown Township at
www.middletownbucks.org