

Township Manager - Bern Township, Berks County, Pennsylvania

Bern Township is seeking a strategic, community-focused leader as our next Township Manager following the retirement of a highly respected manager after 20 years of service.

This is an opportunity to step into a financially stable, professionally managed township with a collaborative Board of Supervisors, strong operational foundation, and a leadership transition designed to support long-term success.

Located in Berks County, Bern Township values professionalism, transparency, responsiveness, and thoughtful community growth. The next Township Manager is a key leader guiding municipal operations, strengthening organizational accountability, balancing responsible development, and maintaining strong relationships across the township team, elected officials, emergency services, and the community.

The ideal candidate is an accessible and ethical leader with strong municipal finance and operational experience, sound judgment, and the ability to balance strategic planning with tactical execution. A successful Township Manager is highly collaborative, operationally engaged, and comfortable serving as a visible leader within the organization and community.

Position Overview

The Township Manager serves as the Township's Chief Administrative and Financial Officer and is responsible for overseeing all day-to-day municipal operations, including:

- Administration
- Public Works
- Police Department
- Emergency Management
- Fire Operations
- Human Resources & Labor Relations
- Budget Development & Capital Planning
- Grant Administration
- Contract Negotiation & Oversight
- Board Agenda Preparation & Financial Reporting

The Township Manager works closely with a five-member Board of Supervisors and serves as liaison to the Township Solicitor, Engineer, emergency services organizations, residents, businesses, and community stakeholders.

Qualifications

- 5+ years of municipal management or closely related leadership experience
- Bachelor's degree in Public Administration, Business Administration, Finance, Planning, or related field preferred

- Demonstrated experience in budgeting, capital planning, and organizational leadership
- Strong communication, relationship-building skills and previous leadership experience
- Ability to navigate operational priorities, community interests, and Board collaboration effectively
- Valid driver's license and ability to obtain required surety bonding

Compensation & Benefits

Bern Township offers a competitive compensation package including:

- Salary range: \$120,000–\$130,000 annually, commensurate with qualifications and experience
- Comprehensive medical, dental, vision, life, and disability coverage
- Pension benefit
- Paid holidays
- Generous paid time off including vacation, personal, and sick leave

To Apply

Submit resume to:

EverKind Consulting
info@everkindconsulting.com

Bern Township is an Equal Opportunity Employer.