



## **Assistant Township Manager / Township Secretary Penn Township, York County, PA**

Penn Township is seeking qualified applicants for the position of **Assistant Township Manager / Township Secretary**. This is a full-time, exempt administrative position responsible for assisting in the overall management of Township operations and supervising front office staff.

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### **Position Responsibilities**

Responsibilities include, but are not limited to:

- Supervision of front office staff, including administrative, utility billing, and zoning personnel
  - Oversight of daily administrative operations
  - Payroll review and assistance with budgeting, financial reporting, and audit support
  - Administration of human resources functions, including onboarding, benefits, and personnel records
  - Preparation and submission of required municipal, state, and federal reports
  - Attendance at Board of Commissioners and other public meetings; preparation of agendas and minutes
  - Oversight of Township communications, including website and social media
  - Assistance with procurement, grant administration, and special projects
  - Serving in the capacity of Acting Township Manager in the Manager's absence
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### **Minimum Qualifications**

- High school diploma required, Associate's or Bachelor's degree in public administration, business administration, or related field preferred
  - Minimum of three (3) years of progressively responsible administrative experience, preferably in a municipal setting
  - Equivalent combinations of education and experience may be considered
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### **Knowledge, Skills, and Abilities**

- Knowledge of municipal government operations, human resources, and financial administration
  - Ability to interpret and apply applicable laws, regulations, and policies
  - Strong leadership, organizational, and communication skills
  - Proficiency in Microsoft Office or similar software
  - Ability to maintain confidentiality and establish effective working relationships
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### **Licenses & Requirements**

- Valid Pennsylvania driver's license
  - Must obtain Pennsylvania Notary Public certification within 90 days of hire
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### **Working Conditions**

Primarily office environment with required attendance at evening meetings.

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### **Compensation**

Salary based on qualifications and experience. Penn Township offers a competitive benefits package.

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### **Application Process**

Interested candidates should submit a cover letter, resume, and three professional references to:

#### **Penn Township**

Attn: Township Manager

20 Wayne Avenue

Hanover, PA 17331

**Email to [manager@penntwp.com](mailto:manager@penntwp.com)**

Applications will be accepted until **May 15, 2026**