

Position Title: Township Manager

Location: Kiskiminetas Township, Armstrong County, Pennsylvania

Application Deadline: October 23, 2025

Contact: Jason A. Dailey Jason@DaileyOperationConsulting.com or 412-841-4077

About Kiskiminetas Township

Kiskiminetas Township, located in Armstrong County, Pennsylvania, is a largely rural community with a strong sense of heritage and small-town character. Positioned near the Kiskiminetas River, the township is home to just over 4,600 residents spread across approximately 22 square miles. Unlike more densely populated municipalities, Kiskiminetas offers a quieter lifestyle while still being within commuting distance of Pittsburgh and neighboring communities.

The township prides itself on its close-knit neighborhoods, outdoor recreational opportunities, and steady commitment to community safety and well-being. With a blend of residential areas, farmland, and natural spaces, Kiskiminetas Township balances traditional rural values with the conveniences of modern living.

Position Overview

The Township Manager serves as the chief administrative officer of Kiskiminetas Township, responsible for guiding the day-to-day functions of the township, carrying out the policies established by the Board of Supervisors, and ensuring the effective delivery of essential municipal services. This position requires a balance of strong organizational leadership, long-term planning, and clear communication to coordinate township operations and serve the needs of residents. The Manager salary range is \$75,000-\$95,000 plus benefits and pension plan participation in the Pennsylvania Municipal Retirement System plan.

Key Responsibilities

- **Administrative Oversight:** Direct the daily functions of township departments and operations, including Public Works, Finance, and Code Enforcement, while supervising staff and ensuring efficient operations.
- **Policy Implementation:** Carry out the directives of the Board of Supervisors, provide regular updates on township activities, and recommend strategies to improve efficiency and service delivery.
- **Budget and Fiscal Management:** Develop and manage the annual township budget, oversee expenditures, and maintain accountability in the use of public funds.
- **Project Coordination:** Plan and supervise township projects such as:
 - **Infrastructure Improvements:** Road resurfacing and maintenance, stormwater management upgrades, and traffic safety initiatives.
 - **Public Works Support:** Oversight of equipment upgrades, facility maintenance, and long-range planning for service needs.

- Community Enhancements: Development of recreational spaces, partnerships with local organizations, and planning for township-wide events.
- Grant Funding: Research, pursue, and manage grants to support capital improvements, infrastructure upgrades, and community initiatives.
- Community Engagement: Act as the primary point of contact between residents and township government, addressing concerns, fostering transparency, and maintaining public trust.
- Emergency Preparedness: Work closely with police, fire, and emergency services to ensure readiness and coordinated responses to emergencies affecting township residents.

Qualifications:

- Bachelor's degree in Public Administration, Political Science, Business Administration, or a related field; Master's degree preferred.
- Minimum of 3-5 years of experience in municipal management or a similar administrative role.
- Demonstrated experience in budgeting, personnel management, and project coordination.
- Strong knowledge of local government operations, Pennsylvania Second Class Township Code, and public policy.
- Excellent communication, leadership, and interpersonal skills.
- Proficiency in Microsoft Office Suite, Wordpress and familiarity with municipal management software.

Application Process:

Interested candidates should email a single document with the following:

1. A cover letter detailing relevant experience and interest in the position.
2. A comprehensive resume.
3. Three professional references.
4. Current and recent salary history

Emailed PDF applications only will be received at

Jason@DaileyOperationConsulting.com

Application Deadline: October 23, 2025 at 11 am