

**The Township of Robeson wish to appoint a Township Manager.**

Ideal applicants should possess a Bachelor's Degree in Public Administration, Business Administration, or a related field, in addition to, at least three years of experience within the relative field.

Preference will be given to those with qualification, experience and / or knowledge of the following;

- Municipal operations, including finance, growth and strategy.
- Public Administration
- Budget Planning and Management
- Second Class Township Act, The Sunshine Act, Right-To-Know Law and The Ethics Code
- PSATS Officer Manager Course
- Notary Public Course and Exam
- Policy and Procedure Development
- Codification
- Grant Writing and Applications
- Zoning, Land Development and Permitting
- Federal, State and Local Government Practices
- Contract Negotiations and Collective Bargaining
- Multiple Department Supervision
- Social Media & Public Relations
- Personnel Management
- PublicWorks
- Fleet Management
- Coordination with multiple boards and organizations

**Please submit your resume and cover letter to include desired benefits package and salary.**

Deadline for applications is 11:59pm September 08, 2025.

Please submit to;

[Manager@RobesonTownship.com](mailto:Manager@RobesonTownship.com)

Or:

Manager  
Robeson Twp. Administrative Building  
8, Boonetown Road,  
Birdsboro, PA 19508