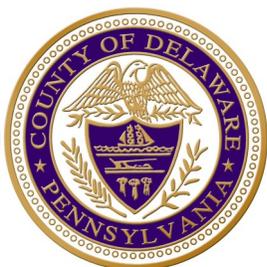


Delaware County, PA

Executive Director



201 West Front Street, Media, PA



About Delaware County

With a population of 562,960, Delaware County is a dynamic, fast-growth region strategically located southwest of Philadelphia. Named for the Delaware River, Delaware County is the oldest settled section of Pennsylvania presently consisting of over 184 square miles divided into forty-nine municipalities.

Delaware County is the fifth most populous in the state and the third smallest land mass. From Delaware County you can efficiently reach domestic and global markets through a robust network of highways, railways, waterways, and airways. The county is poised for success and complemented by some of the best educational institutions and medical facilities in the country along with cutting edge technology such as the Boeing Vertol V-22 manufactured in Delaware County. Delaware County houses eleven colleges and universities including Villanova University, Haverford College, Swarthmore College, and Penn State Brandywine Campus.

Delaware County is home to six county parks and Ridley Creek State Park which encompasses more than 2,606 acres of Delaware County woodlands and meadows. The gently rolling terrain of the park, bisected by Ridley Creek, is only 16 miles from center city Philadelphia and is an oasis of open space in a growing urban area.

Delaware County's neighborhoods offer boundless options to satisfy a wide range of preferences that include thriving urban centers, peaceful suburbs, diverse housing options, exceptional schools, award-winning healthcare, nature, playgrounds, and shopping. Delaware County offers world-renowned art museums, festivals, gardens, and historic battlefields; five-star restaurants, wineries, and hometown brew pubs are also a staple of the region.

Delaware County Government

Delaware County consists of a five-member elected Council. In May 1975, the residents of Delaware County approved a Home Rule Charter plan which was later effective in January 1976. The County thus became the first in the state of Pennsylvania to become a Home Rule county.

The Home Rule Charter gives County Council the authority to pass ordinances, resolutions and proclamations and to provide budget and personnel to the needs of the residents as they arise. Council is responsible for adopting a budget each calendar year, raising funds through taxes or bonds for capital projects, setting payroll scales and employee size.

County Council is involved in activities pertaining to economic development, public transportation, waste disposal, human services, land use and culture. The Council also decides the best means of providing services which are required by law or are necessary for the well-being of the county and determines the participation of the County in intergovernmental programs involving federal, state, and local government as well as distribute federal and state grants for social services.

The Council is also responsible for all legislative and administrative functions of the county government. Although Council has overall responsibility for all actions of county departments, the Executive Director, a County Council appointee, is directly responsible for the operations of certain departments as outlined in the Home Rule charter or as assigned by County Council. The primary administrative level staff assistance is provided to Council by the Executive Director and the County Clerk. Legal guidance and representation is provided by the Solicitor.

Members of County Council are elected on an at large basis to four-year terms at staggered two-year intervals when municipal elections are held, which occur in odd numbered years.



The Position

The Executive Director is directly responsible for the operations of various departments as outlined in the Home Rule Charter, the Administrative Code or as assigned by County Council. The Executive Director appoints directors with the concurrence of Council to head each department under supervision and authorizes the expenditures of County funds for executive departments. In coordination with all departments of County Government, the Executive Director prepares the annual County operating and capital budgets.

The Executive Director is appointed by County Council for a two-year term and is eligible for reappointment to an unlimited number of terms.

Responsibilities and Duties of the Executive Director

- Responsible for the day-to-day management of the County government.
- Responsible for the County budget which includes preparation and year-round monitoring of revenue and expense. Authorization of expenditures of county funds for departments under his/her supervision as well as accounting for such expenditures in accordance with budgetary limitations.
- Responsible for the oversight of the Capital Improvement Plan and all capital expenditures.
- Responsible for oversight of the County's financing initiatives including the issuance of Bonds and Notes.
- Execution and enforcement of all resolutions and orders issued by Council and pertaining to operations under his/her authority.
- Interacts extensively with the Courts regarding judicial issues and initiatives.
- Works with Controller to address and develop policy issues that enhance internal controls.
- Works collaboratively with the Chief Clerk and Solicitor on County matters.
- Conduct of intergovernmental liaison programs.
- Provision of point of access for citizen and group presentation of requests and complaints relative to delivery of county services or execution of county business.
- Monthly reporting to Council in respect to matters of county administration, progress of budget execution, and recommendations for legislative authorization to insure the efficient and orderly conduct of County affairs.
- Appointment of the following personnel/department heads shall be confirmed by a majority of Council: Administrative Services, Budget Management, Buildings & Maintenance, Central Purchasing, Consumer Affairs, COSA (Senior Citizen Services), Human Services, Intercommunity Health, Motor Vehicle Management, Personnel, Planning & Community, Development, Public Relations, Public Works, Special Events, and Telecommunications.

Education and Experience

Qualified applicants will have a Bachelor's degree in public or business administration, finance, or a related field, plus at least five years' experience as a City/County Manager or Assistant City/County Manager, or ten years progressively more responsible work in the field of government, human services or a similar area. A Master's degree is preferred.



The Ideal Candidate

This is a key position within the County government and the successful candidate will need to work closely with the Council to carry out initiatives and set the tone and vision for the employees of the county and the community. The Council will rely heavily on the expertise, judgment and recommendations of the Executive Director so this individual should have the ability to effectively delegate authority and responsibility while maintaining appropriate levels of operational control.

The ideal candidate will have a strong background in finance with a demonstrated understanding of the budgetary process. This individual should have experience in strategic planning and organizational development.

The ideal candidate needs to be a professional leader who inspires the staff to achieve excellence. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful. This person will need to set a positive example of competence, professionalism, energy, and work ethic to the organization and community; advanced written and oral communication skills are imperative.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Salary

Delaware County is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: DELCOED

Affion Public
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