

## Job Ad for Township Administrator - Grant Writer

Caernarvon Township Berks County, Morgantown, PA has an immediate opening for a Full-Time Township Administrator - Grant Writer. The position will be responsible for overseeing all Departments with a special emphasis on researching and securing competitive grants. It is expected that the successful applicant will assume the role of Township Administrator upon the incumbent's anticipated retirement. Attendance at the evening meetings of the regularly scheduled public meetings of the Board of Supervisors is required.

**Education Requirements:** College degree preferred. An example of acceptable qualifications for this position is completion of bachelor's in public administration or related area, and management and administrative experience, preferably in municipal government.

**Experience:** Municipal and grant writing experience preferred.

Salary negotiable, commensurate with experience.

The deadline to submit letters of interest and resumes, with salary requirements, is June 17, 2024. Please mail or drop off to Township Office at 3307 Main Street PO Box 294, Morgantown, PA 19543.

Caernarvon Township, Berks County is an Equal Opportunity Employer.