



CITY ADMINISTRATOR

City of Chester, Pennsylvania



The Community

Incorporated in 1682, Chester is located on the Delaware River and situated between the major business centers of Philadelphia and Wilmington, Chester offers easy access to I-95, the Commodore Barry Bridge to New Jersey, and the Philadelphia International Airport. Chester has a population of 33,595 and is the only City in Delaware County.

Chester is one of the most historic and culturally diverse areas in the region. Chester is a city with a big heart and a strong spirit with numerous claims to fame including William Penn's first landing; the home of the original hoagie; Ethel Waters was born and raised in Chester; and the Rev. Dr. Martin Luther King, Jr. studied and preached in Chester. Major businesses such as Kimberly Clark, Harrah's Casino, Crozer Hospital, Widener University, and the Philadelphia Union have significant operations in Chester.

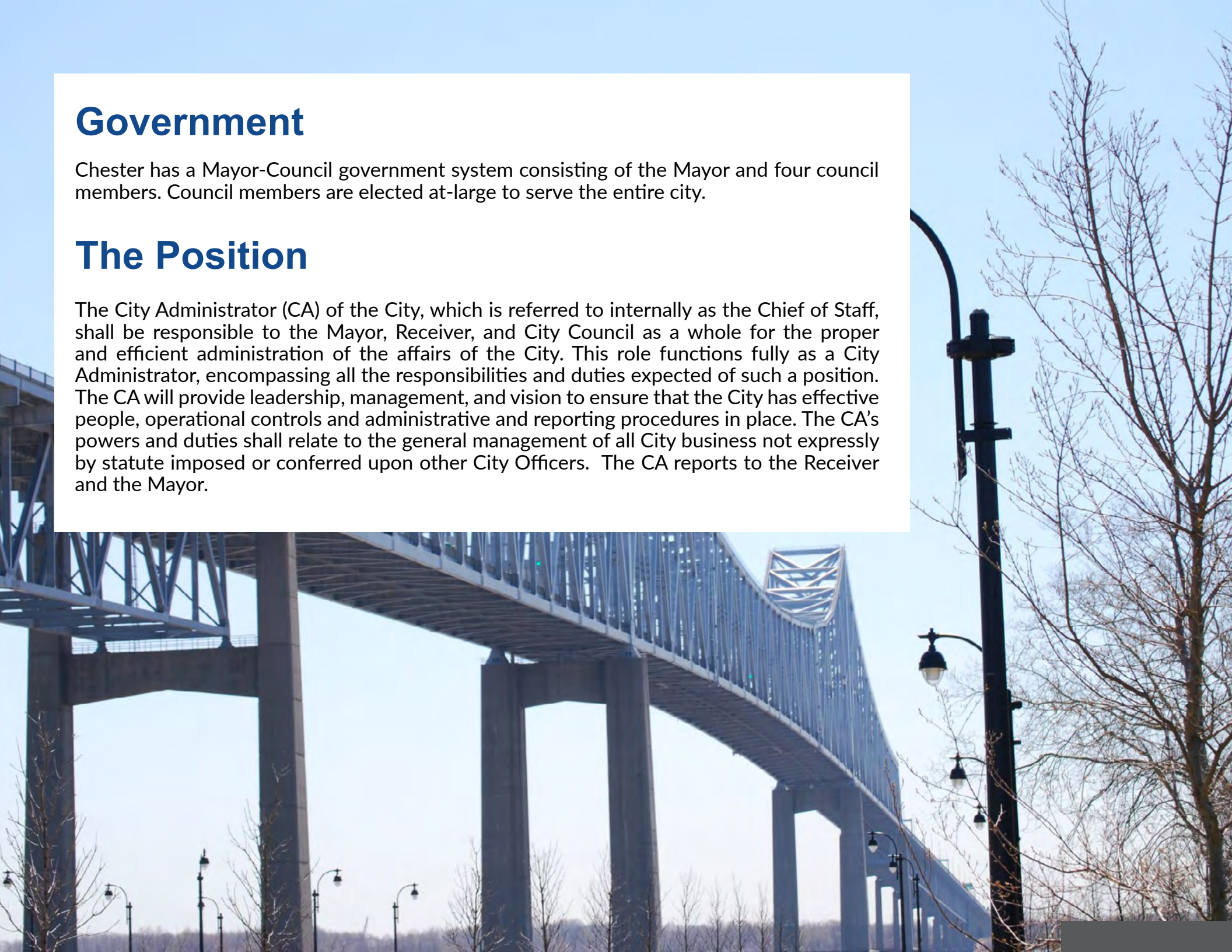
Chester is in the midst of serious financial and operational challenges. The City is currently under receivership and has been in municipal bankruptcy since November 2022. Despite these challenges, the City has made progress with filling leadership positions with qualified professionals and has begun the process of improving its operations. The City is struggling with multi-million dollar deficits, past due obligations to its employee pension plans, and very marginal investments in the infrastructure that Chester residents and businesses use every day.

Government

Chester has a Mayor-Council government system consisting of the Mayor and four council members. Council members are elected at-large to serve the entire city.

The Position

The City Administrator (CA) of the City, which is referred to internally as the Chief of Staff, shall be responsible to the Mayor, Receiver, and City Council as a whole for the proper and efficient administration of the affairs of the City. This role functions fully as a City Administrator, encompassing all the responsibilities and duties expected of such a position. The CA will provide leadership, management, and vision to ensure that the City has effective people, operational controls and administrative and reporting procedures in place. The CA's powers and duties shall relate to the general management of all City business not expressly by statute imposed or conferred upon other City Officers. The CA reports to the Receiver and the Mayor.



Objectives of this Role

- Collaborate with the Mayor, Council and Receiver in setting and driving organizational vision, operational strategy, and hiring needs in the City
- Translate strategy into actionable goals for performance and growth helping to implement organization-wide goal setting, performance management, and annual operating planning
- Oversee City operations and staff productivity, building a highly inclusive culture ensuring team members thrive and organizational outcomes as set by the Mayor, Receiver and Council are met
- Ensure effective professional development, performance management, and retention of staff



Essential Duties of the City Administrator

- Analyze internal operations and identify areas of process enhancement
- Develop actionable business strategies and plans that ensure alignment with short-term and long-term objectives developed in tandem with the Mayor and Receiver
- Directly oversee operations, HR, and accounting, and partner with the Mayor and Receiver on the budgeting process
- Monitor performance with financial tracking and establish corrective measures as needed, and prepare detailed reports, both current and forecasting
- Maintain and build trusted relationships with key customers, clients, partners, and stakeholders
- The CA shall keep the Mayor and City Council informed as to the conduct of City affairs; submit periodic reports on the condition of City finances and such other reports as the Mayor requests and make recommendations to City Council as he/she deems necessary
- The CA shall submit to the City Council, in accordance with the Charter and Third-Class City Code, a complete report on the financial and administrative activities of the City for the preceding year
- All concerns regarding services or personnel of the City shall be referred to the Office of the City Administrator. The CA, or an officer designated by him/her shall investigate and resolve of such concern
- The City Administrator shall keep a current inventory of all real and personal property of the city
- Establish lines of administrative direction and control for all City Departments
- The City Administrator shall maintain an Office in the City Municipal Building and shall spend such time in the performance of his/her duties as may be required.



Education and Experience

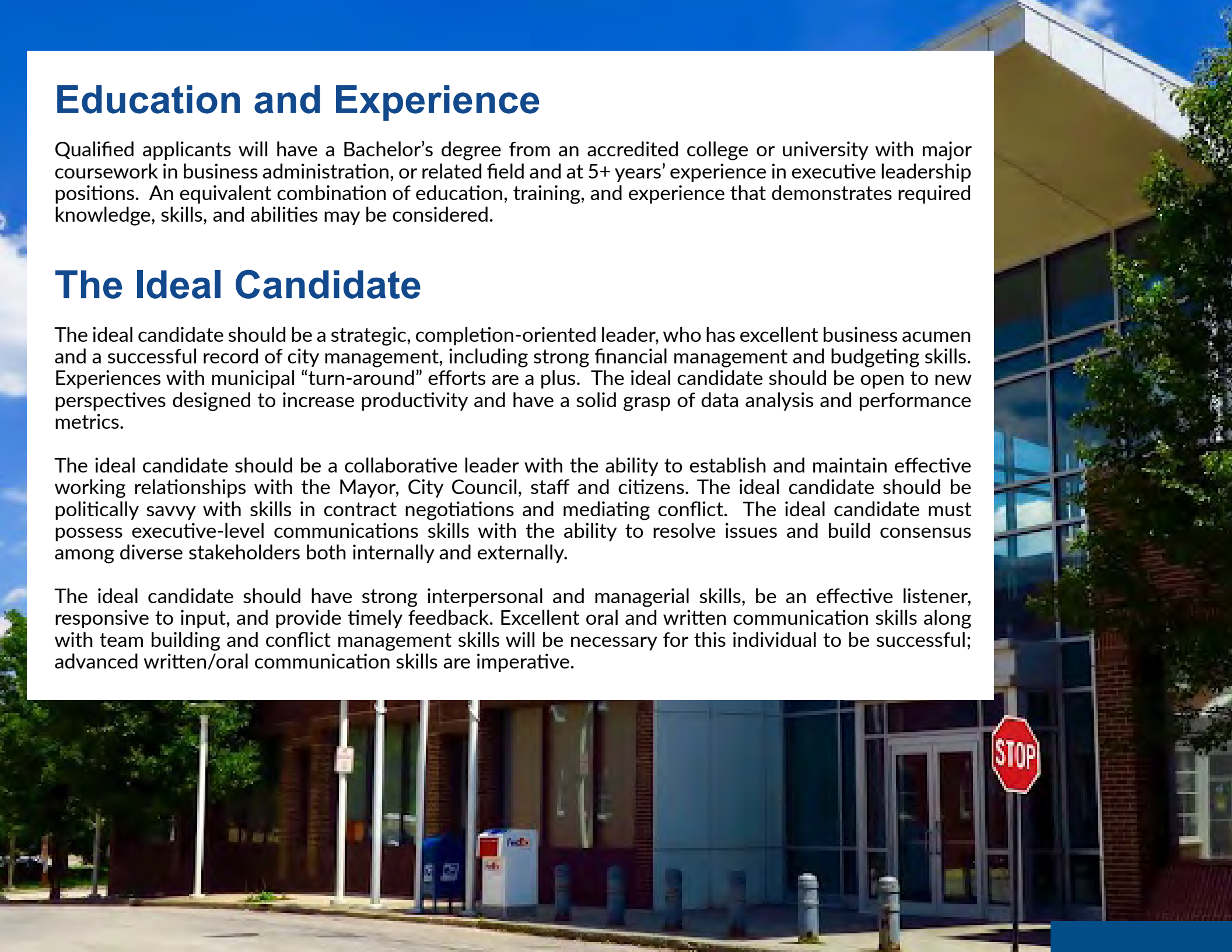
Qualified applicants will have a Bachelor's degree from an accredited college or university with major coursework in business administration, or related field and at 5+ years' experience in executive leadership positions. An equivalent combination of education, training, and experience that demonstrates required knowledge, skills, and abilities may be considered.

The Ideal Candidate

The ideal candidate should be a strategic, completion-oriented leader, who has excellent business acumen and a successful record of city management, including strong financial management and budgeting skills. Experiences with municipal "turn-around" efforts are a plus. The ideal candidate should be open to new perspectives designed to increase productivity and have a solid grasp of data analysis and performance metrics.

The ideal candidate should be a collaborative leader with the ability to establish and maintain effective working relationships with the Mayor, City Council, staff and citizens. The ideal candidate should be politically savvy with skills in contract negotiations and mediating conflict. The ideal candidate must possess executive-level communications skills with the ability to resolve issues and build consensus among diverse stakeholders both internally and externally.

The ideal candidate should have strong interpersonal and managerial skills, be an effective listener, responsive to input, and provide timely feedback. Excellent oral and written communication skills along with team building and conflict management skills will be necessary for this individual to be successful; advanced written/oral communication skills are imperative.



Salary

The City of Chester is offering a competitive salary range between \$170,000 - \$190,000, 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: CHESTERCA

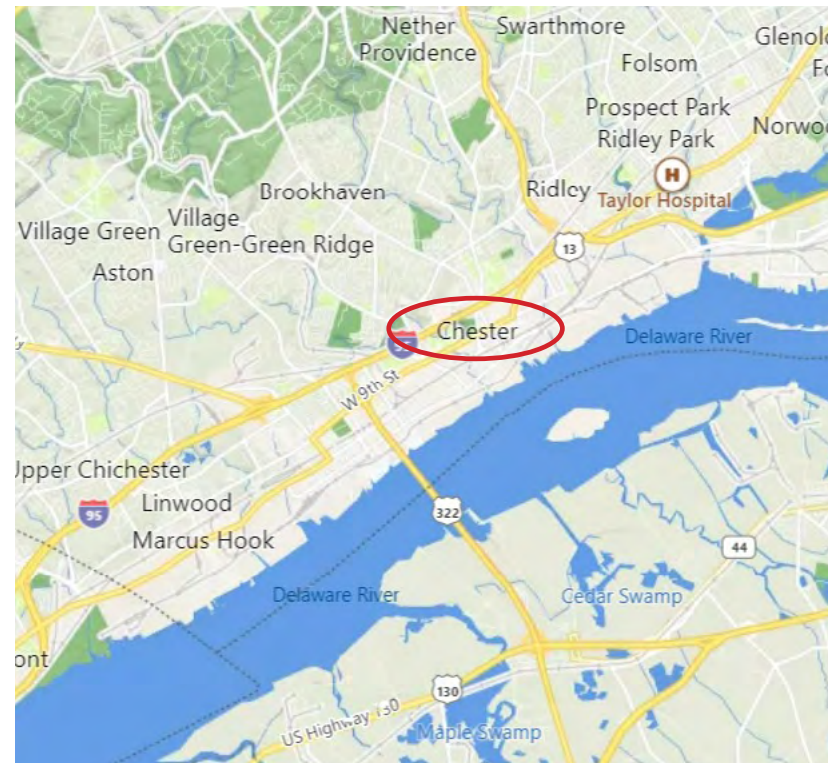
Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com



 [City of Chester, PA Government](#)

 [cityofchesterpa](#)

 [@CityOfChesterPA](#)



The City of Chester is an equal opportunity employer.