



**RADNOR TOWNSHIP, PENNSYLVANIA**  
**ASSISTANT DIRECTOR OF ENGINEERING &  
COMMUNITY DEVELOPMENT**

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# RADNOR TOWNSHIP, PENNSYLVANIA

## ASSISTANT DIRECTOR OF ENGINEERING & COMMUNITY DEVELOPMENT

TOWNSHIP OF RADNOR, PA (pop. 34,130) - MGT (formerly GovHR USA) is pleased to announce the recruitment and selection process seeking a motivated and experienced engineering professional to serve as the Assistant Director of Engineering & Community Development, assisting in the management of projects and responsibilities within these departments.

This brochure provides background information on Radnor Township, as well as the requirements for the position. Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with a resume, cover letter and contact information for five professional references. This position is open until filled with first reading on March 27, 2026.

Questions regarding the opportunity should be directed to the Executive Recruiter working with the Township of Radnor:

MGT Impact Solutions, LLC  
Maureen Barry, Senior Consultant  
Phone: 847-380-3240, x116





## THE TOWNSHIP

[Radnor Township, Pennsylvania](#) is a cornerstone of Philadelphia’s historic Main Line and one of the region’s most desirable suburban communities. Blending centuries-old heritage with modern sophistication, Radnor offers a rare combination of top-tier schools, tree-lined neighborhoods, thriving commercial districts, and a nationally recognized university presence. Villanova University—founded in 1842—anchors the township and contributes to its vibrant intellectual and cultural landscape.

Founded in 1682 as part of William Penn’s Welsh Tract, Radnor was established by Welsh-speaking Quakers seeking a place to govern in their native language. Its early settlement grew around the Radnor Friends Meetinghouse, built in 1717, which served as the community’s center for generations. Today, that deep-rooted history sits comfortably alongside Radnor’s bustling Main Line identity, defined by charming downtown Wayne, the historic Wayne Hotel, and a collection of landmark institutions ranging from St. David’s Episcopal Church to the Radnor Trail greenway.

Radnor’s modern appeal lies in its exceptional livability. Residents enjoy extensive parkland, an active recreation system, and conservation-focused initiatives that underscore the township’s environmental commitment. With easy access to major highways, commuter rail service on the Paoli/Thorndale Line, and the Norristown High Speed Line, Radnor connects seamlessly to the broader Philadelphia region. Its robust local economy—driven by higher education, professional services, and proximity to corporate headquarters—contributes to a median household income that ranks among the highest in Pennsylvania.

Today, Radnor stands at the intersection of heritage and modern suburban vitality. With its mix of distinguished institutions, dynamic commercial centers, and commitment to open space, it remains a community that honors its past while continuing to evolve—making it “The Best of the Main Line.”

## THE ORGANIZATION

Radnor Township is governed by seven (7) members of the Board of Commissioners, who appoint the Township Manager as the chief administrative officer. The Township’s primary departments include: Administration, Finance, Engineering and Community Development, Parks and Recreation, Public Works, and Police. More than 130 full-time, part-time, and seasonal employees serve the community within these departments.

The Township’s 2025 General Fund operating [budget](#) is \$43.5 million, with capital budgeted expenditures across all funds of just over \$8.6 million.

The 2025 Board Approved Budget was adopted with the following priorities: (1) maintain the excellent municipal programs and services offered by the Township across all of its Departments by ensuring proper staffing levels and that equipment needs are funded, (2) ensure that the Township’s major operating funds (General Fund, Sewer Fund, and Stormwater Fund) all have rates that ensure balanced budgets, (3) following the adoption of the Comprehensive Plan in early 2025, begin implementation of various plan elements, (4) continue to move the stormwater funding plan forward while designing additional projects to continue to address stormwater issues throughout the Township, and (5) move forward with the Board directed inventorying of the entire sewer system that includes video and documentation of condition.

The Township's strong financial management practices have ensured its ability to fulfill its obligations to operate within a balanced budget and continue to provide essential services to its residents. As evidence of its financial stewardship, in 2024 the Township received an 'Aa1' from Moody's Investor's Service rating agency on the Series 2024 General Obligation Bonds of \$9.34 million.

## RADNOR TOWNSHIP'S MISSION STATEMENT

We are dedicated to enhancing the quality of life, in partnership with the community, by upholding the law, protecting lives and property, and providing a safe environment. We earn the public trust by serving with Integrity, Professionalism, Honor and Respect.



## Some recent Township service highlights that relate to the responsibilities of the Assistant Director of Engineering & Community Development position include:

### Facility and Infrastructure Improvements

As part of the 2024 budget, the Township issued \$9.3 million in General Obligation Bonds to finance a series of capital and infrastructure improvements needed at the Township's Administration building and Public Works facility. Critical improvements include roof replacements and the installation of solar rooftop panels on the two Township buildings, HVAC replacements and upgrades for the boiler and cooling tower and mechanicals, as well as energy efficient LED lighting, in alignment with the provisions of the Clean Energy Plan as adopted by the Board in 2021.

### Stormwater Management and Flood Mitigation

The Board of Commissioners adopted an ordinance in 2013 establishing a Stormwater Management Fee. Since inception, staff maintain and annually update a list of capital projects for addressing stormwater and the Board each year has authorized feasibility studies and design analysis for multiple projects. In late 2020, the Administration presented the Board with a list of priority projects with construction cost estimates ranging from ~\$200,000 to ~\$5 million. In early 2021, the Board authorized the receipt of bids on up \$17 million of projects. Final designs and bid specifications continued throughout 2021 with smaller projects paid from cash available in the Fund. In early 2022, the Administration finalized a \$10 million borrowing through the issuance of General Obligation Bonds for the financing of the larger projects. Several other major projects are currently in design stages and, with approval from the Board, a future round of bond financing will be evaluated to continue the Township's work on stormwater management and infrastructure improvement projects.

### Comprehensive Plan and Zoning Updates

With an allocation of funding approved by the Board of Commissioners, the Township commenced the process to begin the Comprehensive Plan and Zoning update for the Township in the Fall of 2023. The Comprehensive Plan defines a shared vision for the Township, shaped by the input from the community. This vision lays the foundation for strategic goals and actionable recommendations, providing a roadmap for decision-making and investment prioritization over the next ten years. The Administration contracted with FHI Studio who, in collaboration with a steering committee comprised of Township staff and Board members and members from the community, embarked on a robust and representative engagement process to create a community-driven Plan, focusing on the following priorities:

- Environment & Open Space
- Sustainability, Resiliency & Infrastructure
- Parks, Recreation & Facilities
- Historic Preservation
- Business & Economic Development
- Housing
- Mobility
- Institutions
- Land Use

The final plan was adopted by the Board of Commissioners on April 14, 2025. A link to the plan can be found at <https://www.radnor2035.com/plan>



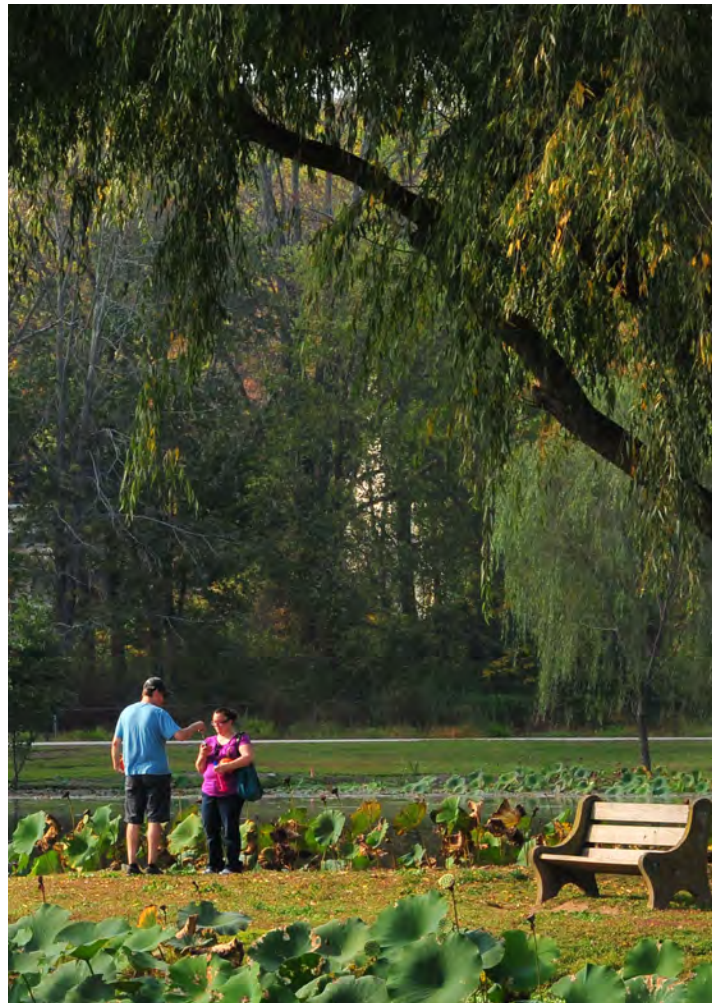
## THE POSITION

Reporting directly to the Director of Engineering and Community Development (who is also the Township Engineer), the position assists the Director in overseeing engineering, economic development, planning, zoning, code/permitting, and GIS operations for the Township. The position requires excellent organizational and planning skills, negotiation skills, diplomacy, and the ability to exercise sound and independent judgment in carrying out essential job duties.

### Key Responsibilities (including but not limited to)

- **Department Management** - assist in supervising the Engineering & Community Development Department staff, including all in-house and contracted consultants.
- **Capital Projects** - for projects under their purview as project manager, responsible for engineering design through construction and delivery for all capital projects including building construction, road construction, traffic intersections and signals, storm sewer, and pedestrian safety. Occasionally develop engineering design specifications for municipal owned projects.
- **Subdivision Review** - administer the processing and review of subdivision and land development applications for compliance with Township codes. Oversee grading and other applicable permits processes. Recommend revisions to the Township subdivision and land development codes for compliance with statewide codes and as otherwise appropriate. Manage the planning and design phases of transportation projects.
- **Facilities Management** - collaborate with applicable department and agency heads on the general operation of Township Municipal Building, Public Works Maintenance Facility, Willows Mansion, Library, Creutzburg Center, and other Township-owned buildings.
- **General Construction** - review and approve plans and specifications for Township construction projects; collaborate and provide engineering consultation and advice to other Township department heads and make recommendations for the acceptance of bids.
- **Geographic Information System** - assist in overseeing Township GIS operations, ensuring data maps are updated and shared with other departments.
- **Budget and Administration** - assist the Director with the annual operating and capital budget requests for the Engineering & Community Development Department, other funds and special assessment projects in the Township's five-year capital improvement plan.
- **Attend meetings** of the Board of Commissioners, Planning Commission, and other meetings, represent the Township at public functions, and respond to media and other public inquiries related to department responsibilities as required.

The position will work primarily from Township Hall when not working in the field on assigned projects.



## MINIMUM QUALIFICATIONS

- Bachelor’s degree in civil engineering or related field from an accredited college or university.
- Registration in Pennsylvania as a Professional Engineer.
- Minimum five- ten years of experience (ten years plus desired), as a municipal engineer or similar, or as a manager in the civil engineering field in the private sector, with progressive experience. An equivalent combination of education and experience will be considered.
- Proven success in communicating project requirements and collaborating with various parties (e.g., senior management, peers, public officials, vendors, etc.).
- Comprehensive knowledge of the principles and practices of civil engineering as applied to the design, development and construction of public works projects, subdivision review, and facilities management.
- Ability to become knowledgeable regarding Township subdivision, storm water management, and zoning codes.
- Ability to prepare designs, estimates, and specifications for construction and maintenance projects; to perform difficult engineering computations and make comprehensive recommendations on engineering problems; and to calculate complex cost estimates.
- Knowledge of principles and practices of and regulations relating to water quality and stormwater management, such as Best Management Practices, NPDES Phase II rules and regulations and TMDLs.
- Understanding of and skill in the use of civil engineering instruments and equipment, including in-depth knowledge of the applications and operation of Geographic Information Systems.



## THE IDEAL CANDIDATE

The ideal candidate for the Assistant Director of Engineering and Community Development role will be a strategic planner and team leader with a passion for improving urban infrastructure. They will bring:

- Proven experience in managing roadway design and capital improvement programs.
- A strong understanding of transportation planning, asset management, and CIP development.
- A track record of implementing process improvements to enhance project delivery.
- Success in securing and managing public funding for infrastructure projects.
- Excellent negotiation, written and interpersonal communications skills; with the ability to deal effectively with elected officials, developers and general contractors, federal, state, and county regulators, the public, the media, other management staff, and fellow employees.
- A commitment to innovation, sustainability, and equity.



## COMPENSATION AND BENEFITS

The salary range is \$145,000 - \$165,000 DOQ. The Township of Radnor offers an attractive benefits package that includes health insurance, paid leave time, retirement plans, and professional development opportunities. The position will also be eligible for participation in the Radnor Township Defined Contribution Pension Plan, and additional retirement savings through the Radnor Township 457 Deferred Compensation Plan.

## HOW TO APPLY

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The Township of Radnor is an Equal Opportunity Employer.



# MGT