

**Lower Makefield Township - Parks and Recreation Department
Leadership Succession Plan**

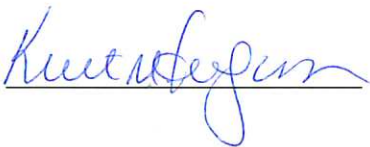
The focus of the Lower Makefield Township Parks and Recreation Leadership Succession Plan is to ensure continuous leadership in the event of a long-term absence by the department's Director. If such an event were to occur, the Operations Manager or Program Manager would be appointed as the Interim Director at the discretion of the Township Manager.

If the Director position were to become vacant, hiring procedures would be put in place to fill the position. Whether through internal promotion or an external new hire, the priority is to find a candidate with the experience and skills necessary to successfully lead the agency.

The following are a list of procedures to be taken when filling the Director vacancy. The position will be publicly posted on social media, the Township website, newspaper and online forums with a lead time of one month or until a qualified candidate is found. Resumes will be collected and reviewed for key experience, education and professional accomplishments. Those candidates whose credentials meet or exceed the requirements necessary for the position will be contacted for an interview. Initial interviews will be conducted by the Township Manager who will narrow down the applicant pool by selecting a top candidate. The Township Manager will present the candidate to the Board of Supervisors for an interview during executive session of the Board, where they will be interviewed by the Board. The final selection will be approved during a public meeting of the Board of Supervisors.

Similar steps will be taken when a Park and Recreation Manager position becomes vacant. The position will be publicly posted on social media, the Township website, newspaper and online forums with a lead time of one month or until a candidate is found. Resumes will be collected and reviewed for experience and education. Those candidates whose credentials most meet or exceed the requirements necessary for the position will be contacted for an interview. Interviews will be conducted by the Township Manager and Director or Parks and Recreation using a rating system. A selection will be made based on the interview and rating system. All interviewees who were not selected will be notified in writing.

Approved by:



Date:

3-8-22