

CAROLYN B. HANEL
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PROFESSIONAL EXPERIENCE

2011 – present: Borough Manager, Jenkintown Pennsylvania. Administrator for first-ring suburb of Philadelphia, population 4,400.

2007 – 2011: Director of Administrative Services/Parks and Recreation Director, Warrington Township, Bucks county, PA Served dual role, functioning as Assistant Manager as well as Parks and Recreation Director for 2nd class Township with a population of 23,000. As Director of Parks and Recreation, responsible for 12 municipal parks and municipal open space in excess of 380 acres. As Director of Administration responsible for human resources for all Township employees (uniform and non-uniform) including hiring, firing, benefits administration, payroll, insurances, etc. Developed new Employee Handbook in compliance with all pertinent legislation and regulations. Full responsibility for quarterly newsletter including layout, writing, editing and distribution. Developed Purchasing Manual in compliance with 2nd Class Township Code. Served as staff liaison to Park and Recreation Board, Bike and Hike Trails Committee, Veterans' Affairs Committee, Open Space and Land Preservation Task Force and Environmental Advisory Committee.

1998-2007: Director of Parks and Recreation, West Whiteland Township, Chester County, PA Hired as first full-time Director for rapidly growing 2nd class township (population 17,000). Ten (10) existing parks totaling 85+ acres and two parks under development encompassing over 750 acres. Exton Park (projected development cost \$7,000,000) was cooperatively developed with Chester County including preparation of the Master Plan. Boot Road Park is a 50 acre community park (projected development cost of \$3,000,000) which opened in 2007. Administration of all recreation programs (over 20 in 2001) and special events as well as summer concert series. Adapted MS Access for use as a recreation programs and facility scheduling software, saving thousands over packaged recreation software. Responsible for implementation of Pedestrian Plan (1995).

1986-1998: Parks and Recreation Coordinator, Whitmarsh Township (population 15,000), Montgomery County, PA Administrative responsibility for 23 recreation programs annually plus special events and 4 municipal parks totaling 125 acres plus 105 acres of protected, undeveloped open space. Considerable involvement in youth athletic leagues. Participated in development of Open Space and Environmental Protection Plan (1998) and implementation of Miles Park Master Plan. Development of both plans included meetings with focus groups and key persons to assess the recreational needs of the community. Successfully obtained several RIRA, Keystone and Montgomery County Park Development Grants as well as a Community Development Block Grant.

EDUCATION

Bachelor of Arts; University of New Hampshire.

Master's in Government Administration; Fels School of Government, University of Pennsylvania.

PROFESSIONAL ORGANIZATIONS

Pennsylvania Recreation and Park Society, 1986 to present. Conference co-chair 2000 and 2007. Board of Directors 2001-2007 and 2010 to present. President of Society 2003-2004. Distinguished Member Award: 2007.

National Recreation and Park Society

International City Manager's Association – Human Resources