

Borough Manager

The Borough of Selinsgrove is seeking application for the position of Borough Manager. Located in Selinsgrove, Pennsylvania, County of Snyder, home to Susquehanna University, the Borough has a population of approximately 5,600 people.

The Borough Manager is responsible for the operation of all departments, including the Adminstrative Office, Public Works, Water & Sewer Facilities and supervising approximately 11 non-uniformed employees.

Applicants should have a strong background in municipal and financial managements along with policy development. The applicant must possess strong leadership and communication skills. They must also be able to work with Borough Council, all personnel, local businesses, customers, contractors and residents. They must possess the knowledge and experience with the Pennsylvania Sunshine Law, Right to Know Law, Zoning, the Municipal Authorities Act, Department of Environmental Protection regulations, grant writing and preparation of a municipal budget. Additionally, applicants must be able to be bonded.

The ideal candidate will have a relevant bachelor's degree and at least 3 years experience in a related field. Consideration will be given to candidates who are a high school graduate and have a minimum of 10 years experience in a related field. The successful candidate must be able to demonstrate the ability to direct departmental operations and be active both in the community and the administration of the Borough. The ability to deal effectively and responsively with the citizens of the Borough is of utmost importance.

Qualified applicants may view the job description and obtain an application at our website at www.selinsgrove.org. Please send a cover letter, resume, references and salary expectations to the Borough of Selinsgrove, c/o Sara Lauver, P. O. Box 34, Selinsgrove, PA 17870. If you have questions, please call 570-374-2311, Monday-Friday between the hours of 8:30 a.m. and 4:30 p.m. ask for Paul Williams. Review of applications will begin in November 2019 and continue until the position is filled. The Borough of Selinsgrove is an Equal Opportunity employer.