

Borough Manager – West Newton Borough

The Borough of West Newton, Westmoreland County, Pennsylvania, is seeking applicants for the position of Borough Manager. The Borough of West Newton is on the southeastern boundary of Westmoreland County along the Youghiogheny River. The municipality has a population of approximately 2,600 persons, 5 full-time employees and has an approximate annual budget of \$2 million. Departments include Administration, Library, Police, Public Works, Code Enforcement and Planning.

The Borough Manager is the Chief Administrative Officer of the Borough and is responsible to Borough Council for the administration of the affairs of the Borough except for the Police Department. An elected Borough Council sets the policy and direction; the Borough Manager oversees the day-to-day operations. Applicants should have extensive knowledge of budgeting, finance, grant applications, personnel administration, purchasing and contracts, public works, zoning and code enforcement. Excellent verbal and written communication skills are essential. Salary negotiable with full benefits package. Residency is not required though close proximity to the Borough of West Newton will be important.

To apply for this position send résumé, letter of interest and professional references to Attn: Personnel Committee, 301 South Fifth St., West Newton, PA 15089, before February 28, 2018.