

BOROUGH MANAGER – Myerstown, PA

The Borough of Myerstown has an immediate opening for Borough Manager. The Manager is the appointed chief administrative officer of the Borough, and he/she is responsible to the Borough Council as a whole for the proper and efficient administration of the affairs of the Borough. The Manager assumes responsibility for all departments, functions, and operations of the Borough in accordance with the laws of the Commonwealth, and ordinances, resolutions, and by-laws of the Borough. He/she oversees a wide range of activities and special projects for the purposes of community and economic development. The Manager also holds the office of Borough Secretary and Street Commissioner, performing all the duties of such officers.

Specific powers and duties include:

- Hiring and suspension of employees under his/her supervision.
- Preparation, submission, and administration of an annual budget and budget message.
- Attending all meetings of the Borough Council and of its committees, with the right to take part in the discussion.
- Preparation of the agenda for each meeting of Council, and supplementation of facts pertinent thereto.
- Submission of periodic reports on the condition of the Borough finances and other requests of the Council, including recommendations as he/she deems necessary.
- Submission to Council of a complete report on the financial and administrative activities of the Borough for the preceding year.
- Acting as the purchasing officer of the Borough.

Minimum Qualifications:

- Any combination of training, education, and experience equivalent to a Bachelor's Degree in Public or Business Administration or a related field. (Master's Degree in a related field is highly desirable and may be substituted for two years of equivalent combination of education and experience)
- Five years of administrative and professional high-level experience related to budgeting, strategic planning, and communication with Council or a similar governing board.

The ideal applicant will be an experienced manager that has demonstrated previous success as a high-profile executive and respected leader, with skills in strategic planning, innovative visioning, problem solving, decision-making, budget preparation, financial management, grant writing, economic development, personnel management, negotiation, public speaking, public engagement, resource allocation, and achievement of broad organizational goals and objectives. The successful candidate must have the ability to proactively plan, direct, prioritize, monitor, and evaluate the efficiency and effectiveness of people, technologies, programs, and service delivery methods and procedures.

The Borough Manager position is designated as a non-classified, exempt, at-will position. Work is performed under the guidance of the Borough Council and is subject to evaluation based on results achieved. The Manager is eligible for all benefits listed in the Personnel Manual. A highly competitive salary is commensurate with the combination of education and experience, within the approved budget, and is subject to Council approval. Myerstown Borough is an EOE.

Please submit cover letter, resume, 3 professional references, and salary expectations no later than Monday, April 10th, 2017 to the attention of: Council President, 101 E. Washington Ave., Myerstown, PA 17067, or electronically to lisabrubaker@comcast.net.