

Borough Manager

The Borough of Berwick, Columbia County Pennsylvania is currently accepting resumes for the position of Borough Manager. The Manager oversees planning, directing, and managing the activities of the Borough. The Manager shall have direct supervision over various departments including City Hall, codes enforcement, and public works. Other duties include grant writing, attendance at committee and council meetings, personnel management, budgeting, and other managerial tasks. Applicants must have a Bachelors Degree in Business, Public Administration or a related field plus at least five years experience in a business setting. A Masters Degree or prior municipal government experience is preferred. Send resume, letter of interest, three professional references and salary requirements to Borough of Berwick, Attn: Borough Manager Search Committee, 1800 N. Market Street, Berwick, PA 18603 no later than November 17, 2017 at 4:00 PM. Resumes can also be sent via PDF format to cassandra@berwick-pa.com. EOE.