

ASSISTANT BOROUGH MANAGER – Archbald Borough (pop. 6,954), Lackawanna County, PA seeks a qualified applicant to serve as its Assistant Borough Manager. Under the direction of the Manager assists in the day to day operation of the Borough and coordinates with the manager, seven member Borough Council and Mayor, staff and community. Archbald Borough is located north of the City of Scranton, annual budget of approximately \$5 million (including General, Capital and Liquid Fuels Funds). Candidates should have municipal experience; knowledge and experience in local government management principles, finance, budgeting, planning, zoning, code enforcement, human resources, contracts and grant writing. A Bachelor’s Degree in Political Science or related field is desired. A combination of education and demonstrated experience may be considered. Salary range \$30K with benefits; actual salary to be based on experience/qualifications. Resumes will be accepted until the close of business on January 4, 2019. Interested candidates should submit a letter of interest, resume and salary requirements to: Assistant Manager Search c/o Joseph Simon, Council President at archbaldboro@comcast.net. Job description available by request by email above. No Phone calls. EOE.