



## **BOROUGH MANAGER JOB POSTING**

The Borough of Baldwin is seeking an experienced and innovative Borough Manager to lead the community and assist Borough Council and the Mayor accomplish their goals. The Manager will be a proven leader willing to take the reins of the municipal organization with 48 employees and an annual General Fund budget of approximately \$12 million. Successful candidates will be able to demonstrate strong experience working with municipal governments and a sound understanding of municipal service delivery.

The Borough Manager is appointed by a seven-member Council and a Mayor, all elected at-large, and is responsible for the administration of the Borough's goals, policies and programs, as well as the management of all municipal services. In addition to the desired traits and experience levels mentioned above, the Council hopes to find a Borough Manager with a demonstrated track record of success. Candidates should possess a thorough working knowledge of all facets of municipal operations. The Council seeks candidates with a demonstrated background in developing innovative and creative approaches to the operation of local government particularly in the areas of infrastructure maintenance and administration of capital projects.

The next Borough Manager will be an excellent negotiator that is also approachable and have a reputation for establishing strong relationships among all key stakeholder groups within the community. He or she also needs to demonstrate that they are an excellent communicator with the Council, staff and the community. A bachelor's degree in public administration, business administration, public policy or a related field is required along with a minimum of five (5) years of responsible managerial work experience. Starting salary range is \$90,000 - \$115,000 DOQ/E with excellent benefits. Submit résumé, cover letter, and contact information for five professional references by January 7, 2019 to Baldwin Borough Council, attention: Marianne Conley via email to [mconley@baldwinborough.org](mailto:mconley@baldwinborough.org).