The Borough of Wellsboro is seeking qualified candidates for the Borough Manager position. The Borough Manager is responsible for managing the day-to-day operations, personnel matters, attending regular meetings of Borough Authorities and Council, managing the annual budget and must be available 24-hours for emergency calls and situations. Other duties include courteously handling citizen complaints and questions; serve as Zoning and RTK Officer, oversight of contractor work and any other tasks assigned by Borough Council.

Successful candidate should possess general accounting and construction knowledge, employee management experience, knowledge of state and federal grants, and experience in problem solving and public speaking. Applicants must be able to qualify for fidelity bonding and be able to maintain confidentiality, and complete background and drug screening upon hiring. Applicants must reside within the Borough and will have six months to establish residence in Borough after hiring. Wellsboro Borough is an Equal Opportunity Employer.

Application, letter of interest and resume are due by 4pm on Wednesday, March 30, 2022 to:

Amy Kane Perry
Borough Secretary
14 Crafton Street, Wellsboro, PA 16901