

Borough Manager

The Borough of Berwick, Columbia County, is a community of 10,477 residents in northeastern Pennsylvania. We are 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, review / retention of public records, record / minute keeping, problem solving, interacting with employees, the Borough Council, and members of the public, personnel management, budgeting, and other managerial tasks. Applicants should 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. Successful applicant must be able to be financially bonded within six months of hire. Successful applicants shall have experience in human resources, accounting, marketing, and other major functions of business operations. Send resume, letter of interest, three professional references and salary requirements to the Borough of Berwick, Attn: Borough Manager Search Committee, 1800 N. Market Street, Berwick, PA 18603 no later than Monday, February 4, 2019 at 4:00 PM. Resumes can also be sent via PDF format to cassandra@berwick-pa.com. EOE.