The Mahanoy City Borough Council, Schuylkill County, is seeking an experienced professional for the position of Borough Manager.

**Educational Experience: Education Experience** A degree from an accredited college or university in public administration or experience in the administrative/management of business or public agency, or any equivalent combination of life experience and education.

**Other Skills**---Knowledge & experience in planning, budgeting, zoning, grants, economic development & intergovernmental cooperation

**Job Description**

The Borough Manager is the full-time, chief administrative officer of the Borough under its Home Rule Charter and is responsible for the day-to-day operations of the Borough. The Borough Manager reports directly to Borough Council. Primary responsibilities include but are not limited to; managing all Borough business; managing the Borough’s department supervisors; overseeing financial bookkeeping to include proper recording of financial transactions; monitoring accounts payable/receivable; controlling all Borough purchasing; and overseeing all Borough personnel matters. Other responsibilities include but are not limited to; the development and administration of the Borough’s annual operating budget and the annual budgets for other Borough funds; preparation and submission of the Borough’s capital plan and budget; origination, implementation and close out of all contracts with federal, state and local agencies; and the execution of all policies established under the Borough’s administrative code. The Borough Manager is required to attend each monthly Council work session meeting and regular meeting and any other meeting Council deems necessary.

The Borough Manager will have the unique opportunity to help lead a financially stable borough with a home rule charter.

**Salary and Benefits** Salary commensurate with experience. Benefits include health insurance, pension, and paid leave.

Mahanoy City Borough is a drug free workplace

The Borough invites qualified candidates interested in the manager position to apply. Candidates should send resume with cover letter and 3 references via email to mcboromanager@ptd.net or by mail to Mahanoy City Borough 239 East Pine St Mahanoy City, PA 17948

Resumes will be accepted until March 28, 2022.

Mahanoy City Borough is an equal opportunity employer and provider