BOROUGH MANAGER/SECRETARY – Myerstown, PA

The Borough has an immediate opening for a Borough Manager/Secretary. Myerstown Borough (population 3,251), Lebanon County, PA seeks a strong and effective leader to serve as its Borough Manager. The Manager is the appointed chief administrative officer of the Borough, reporting to a seven-member Council for the proper and efficient administration of the affairs of the Borough. They assume responsibility for all departments, functions, and operations of the Borough in accordance with the laws of the Commonwealth, and ordinances, resolutions, and by-laws of the Borough. They facilitate and direct planning for land use and capital resources, recommends policies and procedures to Council, and oversees a wide range of activities and special projects for the purposes of community and economic development. The Manager also holds the office of Borough Secretary.

Myerstown Borough provides core services in the areas of public works, wastewater treatment, code enforcement, community pool operation & maintenance, park maintenance, and stormwater management. The Borough is financially stable and has a total budget of $4.7m (GF $1.4m) with 11 FTE.

Candidates should have municipal government or executive level, private sector experience; strong interpersonal skills; strong financial skills & planning/zoning knowledge; successful experience in grant writing; knowledge and experience in economic development; Bachelor’s Degree; and strong communication skills. The Manager is designated as a non-classified, exempt, at-will position. Salary range $65,000 - 95,000 with benefits; actual salary to be based on experience/qualifications. EOE.

Contact: Send cover letter, resume, references, and salary history/expectation to the attention of:

Council President
101 S. Railroad Street
Myerstown, PA 17067

or send electronically to brubaker@myerstownpa.org.