BOROUGH MANAGER

Mercersburg Borough is accepting applications for a Borough Manager. Located in Franklin County, Mercersburg Borough is a rural borough with approximately 1,500 residents with Water, Sewer, and General Purpose Authorities. The Borough has a police department currently consisting of a Police Chief, one Full-time Sergeant, and one Part-time Police Officer. The non-uniformed full-time employees currently consist of a Borough Secretary, Billing Clerk, and three Public Works Department Laborers. The Borough functions under the PA Borough Code with a mayor and seven Borough Council positions.

The Borough Manager is a full-time, FLSA-exempt employee who is responsible for managing the day-to-day operations of the Borough office; personnel matters; attending regular night meetings of Borough Council, the Water and Sewer Authorities, and multiple Committees; and preparing and managing the annual budget, among other job duties as described in the job description. The Borough Manager also serves as the Borough’s Zoning Officer, Code Enforcement Officer, and Open Records Officer. A complete copy of the job description is available on the Borough’s website: https://mercersburg.org/.

A Bachelor’s Degree (Preferred in Finance or Public Adm.) and a minimum of 5 years of management experience and experience in all aspects of municipal operations including labor negotiations and grant writing are preferred. The Borough is an equal opportunity employer. Applications will be accepted on a rolling basis until the position is filled.