BOROUGH MANAGER

*Indiana Borough, Indiana County, Pennsylvania* is seeking candidates for the position of Borough Manager who can lead with a well-articulated vision, strong leadership, motivation and encouragement, and a desire to accomplish goals in a team setting.

Indiana Borough serves a population of 15,000 with an annual budget of over $10 million and is home to Indiana University of Pennsylvania. The Manager reports to a twelve-member council through the Council President and Committees of Council. The Manager is responsible for the administration of the budget and finances and directs the work force of the Borough Administrative Office and the operational departments, including Planning; Code Enforcement; and, Public Works, which includes the Street Department, Waste Water Treatment Plant, and grounds and facility maintenance.

The manager is the key to efficient and effective delivery of municipal services and will facilitate strategic plans, both short and long term. Important considerations include knowledge/experience in a municipal government setting; finance and budgeting; computer skills; human resource functions; staff management and supervision of municipal operations; public works; code enforcement; planning and economic development; parks; grant administration; and overall service delivery. Requirements include a minimum of a bachelor’s degree in public administration or related field and experience within a municipal government structure. Excellent communication and interpersonal skills, and high personal integrity and ethical behavior are a must.

Additional consideration will be given to candidates who display a commitment to continuous learning and professional growth and the desire and ability to lead the Borough in a positive direction by overseeing a multitude of projects in an effort to enhance the community.

It is expected that the successful candidate will become a resident of the Indiana community. Salary is commensurate with qualifications and experience and excellent benefits are provided.

Application can be made by submitting a letter of interest, resume, and salary history to:

Indiana Borough  
Attn: Manager Search Committee  
80 North 8th Street  
Indiana, PA 15701

Materials can be sent via postal mail or emailed to contact-us@indianaboro.com.

A review process will commence October 4, 2021. Materials of interest are accepted until the position is filled.

Indiana Borough is an equal opportunity employer.