

# Assistant Borough Manager/Secretary – Borough of Oakmont

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## **Date Posted:**

Tuesday, September 25, 2018

## **Deadline**

Friday, October 12, 2018

## **Position Objectives**

The Assistant Borough Manager/Secretary performs complex professional and administrative work within the structure of the Borough government at the direction of the Borough Manager/Secretary. The primary role of the position is to assist the Borough Manager in planning, research, intergovernmental relations, and in managing and directing the broad range of general administrative and day-to-day functions of the Borough government. The Assistant Manager shall assume all duties of the Borough Manager in the stated absence of the Borough Manager/Secretary.

## **Minimum Requirements**

**Required Knowledge, Skills, and Education:** Candidates must possess a MPA or Masters in related field preferred, or Bachelor's in related area, +3 years of experience in municipal government. Also required, administration experience involving budgetary activities in a governmental operation or non-profit organization with supervisory duties; grant writing and administration, and knowledge of organization and functions of municipal government, accounts receivable functions, expenditure monitoring, and records management. Writing samples will be requested. Candidates should also possess knowledge and experience of other aspects of municipal management, such as social media & public information, and planning & zoning. Candidates must possess excellent oral and written communication skills.

## **Contact Information**

Salary range is \$50,000-65,000, DOE. Excellent benefits package. Candidates should submit a cover letter, resume (with three references) and salary history all in one attachment by October 12, 2018 and send to Jill Springer, Administrative Assistant at [admin.assistant@oakmontborough.com](mailto:admin.assistant@oakmontborough.com), Or to Borough of Oakmont, Attn: Jill Springer, 767 Fifth Street, Oakmont, PA, 15139. EOE.

For a full job description: <http://oakmontborough.com/jobopportunities.cfm>