

BOROUGH MANAGER/SECRETARY – Palmerton Borough (pop 5,455), Carbon County, seeks a qualified applicant to serve as its Borough Manager/Secretary. This position reports to a 7-member Borough Council and is responsible for overall management of all departments (finance, public safety, public works, water, sewer, and planning and zoning); a \$6,000,000 budget, 24 FT and 17 PT employees. Candidates should possess a bachelor's degree in Public Administration or Business Administration preferred, or minimum five-year municipal management experience/ knowledge of local government management principles; with strong financial skills and grant writing experience a plus. A combination of education and/or demonstrated experience may be considered. Salary to be based on experience/qualifications. Send resume and cover letter to Hiring Committee, Palmerton Borough, 443 Delaware Avenue, Palmerton, PA 18071 by February 1, 2019. Palmerton Borough is an EOE.