

BOROUGH MANAGER - Telford Borough, located in both Bucks and Montgomery Counties, population of approximately 4,872, is seeking an experienced, communicative leader to serve as its Borough Manager. The Borough Manager oversees all day-to-day administrative, financial, and operations of the Borough. Telford Borough is a full-service municipality providing public services to include codes, public works, police, and other services to the Borough and its constituents. The Borough has a total budget (2025) of approximately \$4 million, with twenty-three (23) full-time employees, and is financially stable. Work involves managing and coordinating all Borough staff and activities to ensure operations conform with policy directives, all applicable rules, regulations, and the Pennsylvania Borough Code. The Borough Manager is not responsible for direct oversight of the Police Department, but he/she will be expected to work cooperatively with the Chief of Police, the Mayor, and Council to ensure that adequate and appropriate resources are available for the efficient and effective operation of the department. The Manager attends day and evening meetings with Borough staff, department heads, Council, the Borough's appointed professionals, and other meetings, as necessary.

The Borough Manager serves as the Chief Administrative Officer and Borough Secretary, appointed by a seven (7) member Council, elected to staggered terms. The Manager reports to Council and will be an outstanding communicator, a team builder, and a leader able to provide guidance and support to staff and well-reasoned recommendations to all of Council. The Borough Manager is a highly visible position within the Borough and is expected to exhibit a high degree of professional ethics and integrity.

Candidates should have (1) at least 3-5 years of municipal management experience; (2) knowledge of modern local government management principles; (3) strong organizational and financial skills & zoning/code enforcement knowledge; (4) Bachelor's Degree (Masters preferred); and (5) effective communication skills.

Salary range of \$105,000-\$115,000, based on experience and qualifications, with excellent benefits. Applicants must send cover letter and resume with salary expectations in one attachment to secretary@telfordborough.org by noon on February 10, 2025. Employment is contingent upon successful completion of a comprehensive background check.