



SELLERSVILLE

BOROUGH MANAGER

THE POSITION



The Borough Manager is the chief administrative officer and zoning officer of the Borough and has control over most municipal functions. The Manager supervises a total of seven employees in administration, finance, and public works. Police services are contracted to Perkasio Borough. Fire services are provided by the all volunteer Sellersville Fire Department and ambulance from Chal-Brit EMS. Code enforcement is contracted to a third party.

Sellersville is governed by a seven-member Council elected at-large and a Mayor. The Mayor is also elected at-large and has limited authority. The Borough Manager reports solely to the Borough Council. The council has a history of working together in a civil and thoughtful manner.

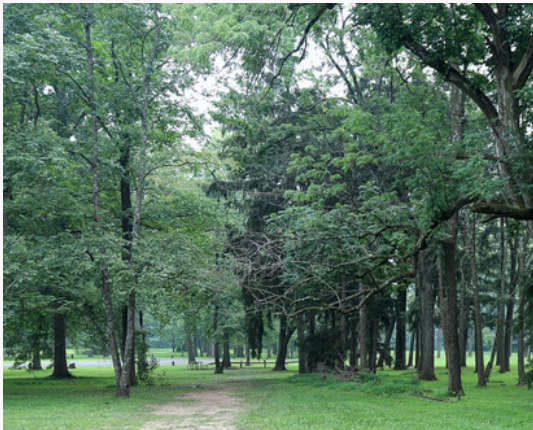
While there may be the occasional non-unanimous vote, the Council handles disagreements in a productive manner.

CHALLENGES & OPPORTUNITIES



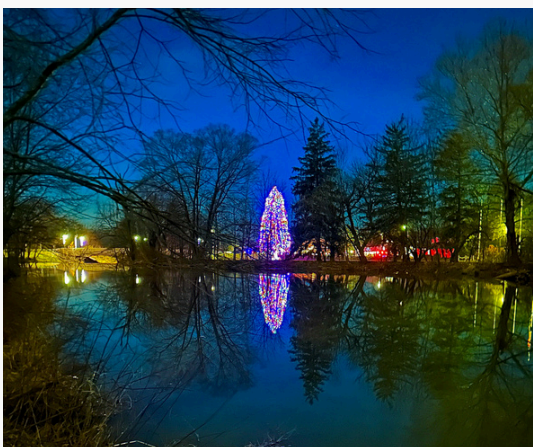
Borough finances are stable with a healthy fund balance. There will always be challenges managing a tight budget with limited resources and the manager needs to effectively plan and prioritize initiatives. The Council approved a tax increase for 2025 and is approaching the general fund mill rate cap, so careful attention must be spent on future budgeting.

Like many municipalities, the infrastructure is aging and in need of repair and replacement. This includes the roads, facilities, and vehicles. The municipally owned sewer collection system needs attention as well to ensure inflow and infiltration is kept to a minimum.



A significant portion of the budget is spent on the contract with Perkasio Borough for police services. This contract expires at the end of 2025 and a new contract will need to be negotiated.

The staff is small but gets a lot accomplished. Some of the staff are newer and continue to gain experience. The Manager will need to work effectively with all staff and ensure they have the resources and training needed to do their jobs. As a well-established community, land development is not a huge issue. Typical borough issues such as parking, zoning enforcement, and rental property inspections are found in Sellersville.



THE IDEAL CANDIDATE

The manager is expected to have a hands-on approach. With a small staff, delegation of work is not always an option and the manager will have to roll up their sleeves often to get the job done. A firm commitment to Sellersville is expected and the manager should make this position a top priority in their life. A micromanager will not work well in this role, but supporting and guiding the staff is expected.

As a small borough, the manager needs to be out of the office at times to work with the businesses, outside agencies, and other community stakeholders to work towards common goals. By being a tireless advocate, the manager can work with those at all levels of government for the betterment of Sellersville.

A master's degree is preferred, but the Council is willing to consider experience and other qualifications in lieu of education. Minimum experience of three to five years in municipal government is expected. Assistant Township/Borough Managers, department heads, and other experienced municipal administrators that are ready to take the next step in their career are a great fit for this role.

Residency is not required in the borough, but the manager is expected to live within a reasonable distance. The previous manager is retiring after four years in the position.



HOW TO APPLY



Cover letters and resumes should be sent to Gregg Schuster at Gregg@imperiumconsultingllc.com by 2/21/25. Any questions about the position or process can be directed to Gregg Schuster at (570) 977-0605 or Gregg@imperiumconsultingllc.com.

Qualified candidates will have an initial discussion about the position with the recruiter. We will not ask you to complete any type of questionnaire or do a recorded interview as we believe that having live conversations with people is most productive. Those selected for an interview will first meet with a subcommittee consisting of the Mayor and three Borough Council members.

Finalists will meet with the Mayor and the entire Borough Council. Once negotiations are completed, the selected candidate will likely have a background check prior to employment.

The expected minimum salary is \$120,000 with higher possible based on the qualifications of the selected candidate.

Resources

Borough Website - www.sellersvilleboro.org

Perkasie Police Department - <https://bucks.crimewatchpa.com/perkasieboroughpd>

Sellersville Fire Department - <https://www.sellersvillefd.com/>

Chal-Brit EMS - <https://chalfontems.org/>

Pennridge School District - <https://www.pennridge.org/>

Pennridge Community Center - <https://pennridgecenter.org/>


North Penn Water Authority - <https://npwa.org/>

Perkiomen Watershed Conservancy - www.perkiomenwatershed.org

Send your resume to:

 Gregg@Imperiumconsultingllc.com

For more information, visit our website

 www.imperiumconsultingllc.com/