

BOROUGH MANAGER

Borough of Stroudsburg, Stroudsburg, PA

Salary commensurate with qualifications and experience.

Stroudsburg Borough, a small residential community (pop. 5,567; 1.7 square miles) located in Monroe County, Pennsylvania. Stroudsburg is the County Seat, it is a unique town envisioned to provide both aesthetic and commercial amenities. The Beautiful Main Street is lined with thriving shops and sidewalk cafes. It is a destination for many of the visitors to the Pocono Mountains. The casual, yet invigorating, public spaces promote a sense of wellbeing and genuine community for its residents and visitors.

The Borough operates under the Council-Manager form of government. Under this system, the Borough Council appoints the Borough Manager, who acts as chief executive officer, Treasurer and Emergency Manager of the Borough. The Borough Manager is responsible for the day-to-day operation of all Borough departments, enforces policy and administers Borough programs. The Borough Department directors are responsible to the Borough Manager.

The Borough is looking for an outstanding leader and manager with a demonstrated track record of achievement. The ideal candidate will possess exceptional communication skills and be a highly visible and engaged public figure. They will have vision, set goals, and rely on subordinates to do their jobs. Customer service, along with integrity, will be a core principle and a way of life. The Borough Manager will be a critical thinker, and have experience in envisioning and participating in completing new commercial development projects. Also important will be analytical skills, as well as knowledge of how to utilize information technology to optimize job processes and keep the public informed. The Borough is a member of a regional, three-municipality police department, a three-municipality recreation commission and a partner in a regional wastewater treatment plant.

The Borough has approximately 21 full-time employees, 3 part-time and temporary employees. The Borough has an operating Budget of \$6,500,000 (all funds).

The position requires the following:

- Extensive knowledge of public administration with particular reference to municipal administration, the municipal organization and the functions of constituent units, along with a thorough knowledge of basic laws, ordinances, municipal budgeting and regulations underlying the municipal corporation. Also required is considerable knowledge of research techniques and other sources and availability of information;
- Master's Degree in Public Administration, Public Policy, or related field; and
- Over five years of increasingly responsible municipal experience. Two years' experience at the Assistant Borough Manager level or above.
- Grant writing experience.
- Experience working in a Union environment.

Complete job description and application requirements are posted on the Borough's web site at StroudsburgBoro.com. Send cover letter, resume and application with references and salary history. DUE BY THURSDAY, AUGUST 31, 2017 @ 5pm.

Submit by email to: MConnors@StroudsburgBoro.com.

The Borough of Stroudsburg is an Equal Opportunity Employer.

Phone calls and paper applications will not be accepted.