Borough Manager Position

Windber Borough is accepting resumes for the position of Part-Time Borough Manager. The Manager will be responsible for the overall operations and administration of policy as designated by Borough Council and by Ordinance. Duties will consist of the daily direction and management of Borough personnel (excluding police), roads, sewers, public administration, and municipal planning. Applicants must possess Act 151 clearance and pass a criminal background check. Preference given to those with a degree in Public Administration, Business Administration or Engineering. Five years’ experience in a related position or an equivalent combination of education and experience may be acceptable. Must have a working knowledge of general local government procedures and practices. Must possess computer and technology skills. Please forward a cover letter along with a resume to Windber Borough Council, 1401 Graham Ave., Windber, PA. 15963. Mark envelope: "Borough Manager Position" or submissions may be emailed to windbermanager@comcast.net. Deadline for submission is September 3, 2021 @ 4 p.m.