Narberth Borough
Job Description and Application
Position: Office Manager
Status: Full-time Employee

Under the direction of the Borough Manager, the Office Manager is responsible for a variety of administrative functions in compliance with State and local codes, and ensures that these services and programs are provided efficiently and effectively. The Officer Manager is an important member of a small management team.

The person in this position will demonstrate a high level of personal integrity and ethical behavior with a proven record of technical competence and a commitment to life-long career development and learning. This person will understand the positive value of developing and maintaining effective relationships with staff, elected officials, and the public. They will be well-versed in applying technology to further organizational efficiencies and demonstrate high attention to detail.

The Office Manager will support the mission, philosophy, policies and procedures of the Borough. They will model integrity, curiosity, responsibility, creativity and respect for all persons and appreciate racial, cultural, and gender diversity. The person in this position will gain valuable experience in all phases of public administration in municipal government. The ideal candidate’s responsibilities will expand beyond the essential functions of the position as their fluency increases.

The Office Manager will report to the Narberth Borough Municipal Building located at 100 Conway Avenue, Narberth, PA from 8 a.m. to 4p.m., Monday through Friday. The salary offered will be $45,000 – $55,000 DOQ and will include a full benefits package.

Position is open until filled. The job description can be found at https://www.narberthpa.gov/contact-us/employment-opportunities/. Applicants should submit a cover letter and resume to jobs@narberthpa.gov.