

## **Bangor Borough Manager Position**

The Borough of Bangor, Northampton County, Pennsylvania, is seeking applicants for the position of Borough Manager. The Borough Manager is the Chief Administrative Officer of the Borough and is responsible to Borough Council, for the administration of the affairs of the Borough, except for the Police Department.

An elected Borough Council sets the policy and direction; the Borough Manager oversees the day-to-day operations of the Borough. Departments include Administration, Sewer, Police, Public Works, Code Enforcement, and seasonal pool staff. The Borough has approximately 18 full-time employees and has an annual total budget of nine million dollars, which includes Borough operations, Sewer functions and Solid Waste collection.

Applicants should have extensive knowledge of budgeting, finance, grant applications, personnel administration, sewer operations, purchasing and contracts, public works, zoning and code enforcement. Experience with economic development, revitalization and land development is a plus. Excellent verbal and written communication skills, and familiarity with social media best practices (website, Facebook, etc.) are essential. A bachelor's degree from an accredited college/university is required and a master's degree in a field related to public administration or business administration is strongly preferred. Three to five years of direct experience as a municipal manager or an equivalent combination of education and qualifying experience is required. Applicant must have a valid driver's license and be bondable.

A competitive salary with a comprehensive benefits package is dependent on qualifications and experience. Residency is not required, although close proximity to the Borough of Bangor will be important.

To apply for this position, please electronically submit cover letter, resume and three professional references to [boromanager@bangorborough.org](mailto:boromanager@bangorborough.org) by Noon on January 21, 2022. All applications shall be kept in strict confidence. Interviews will be scheduled shortly thereafter.

About Bangor Borough - The Borough of Bangor is centrally located in the Slate Belt region of the Lehigh Valley. With a population of approximately 5,300 the Borough provides a wide array of services. The Borough owns and operates its own sewer system, public pool and stadium facility. More information available at <https://bangorborough.org>