

The Borough of Spring City, Chester County, Pennsylvania, (population 3,494), is seeking qualified candidates for the position of Assistant Borough Manager. This full-time position provides administrative support to the Borough Manager. The individual will assist with human resources, municipal finance, trash and sewer billing, website management, grant writing, clerical tasks, and the day-to-day operations of the Borough. Occasional night meeting attendance as needed. Candidates must have at least five (5) years of experience in public administration, preferably municipal operations; advanced proficiency in municipal finance, a strong work ethic, excellent communication skills, and patience when dealing with the public.

Spring City Borough is an Equal Employment Opportunity Employer and does not discriminate based on race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or veteran status.

Competitive salary based on experience, comprehensive benefits package, pension plan and paid time off.

Applicants must submit a letter of interest and resume with salary history by February 10, 2023, to Kisha Tyler, Borough Manager, Spring City Borough, 6 South Church Street, Spring City, PA 19475, or via email to ktyler@springcitypa.gov.