



BOROUGH OF TELFORD

50 Penn Avenue,
Telford, PA

www.telfordborough.org

(215) 723-5000

BOROUGH MANAGER - Telford Borough, located in both Bucks and Montgomery Counties, population of approximately 4,872, is seeking an experienced, communicative leader to serve as its Borough Manager. The Borough Manager oversees all day-to-day administrative, financial, and utility operations of both the Borough and the Telford Borough Authority. The Borough is a full-service municipality providing public services to include codes, public works, police, water, and wastewater services to the Borough and surrounding communities. The Borough and Authority have a total combined budget (2023) of \$10 million, with twenty-three (23) full-time employees, and are financially stable. Work involves managing and coordinating all staff and activities of the Borough and Municipal Authority to ensure operations are in conformance with policy directives, all applicable rules, regulations, and the Pennsylvania Borough Code. The Borough Manager is not responsible for direct oversight of the Police Department but he/she will be expected to work cooperatively with the Chief of Police, the Mayor, and Council to ensure that adequate and appropriate resources are available for the efficient and effective operation of the department. The Manager attends day and evening meetings with Borough staff, department heads, Council, the Telford Borough Authority, the Borough's consultants, and other meetings as necessary.

The Borough Manager is the Chief Administrative Officer and Borough Secretary, appointed by a seven (7) member Council, elected to staggered terms. The Manager reports to Council and will be an outstanding communicator, a team builder, and a leader able to provide guidance and support to staff and well-reasoned recommendations to both Council and the Authority. The Borough Manager is a highly visible position within the Borough and is expected to exhibit a high degree of professional ethics and integrity.

Candidates should have (1) municipal government or executive level, private sector experience; (2) outstanding interpersonal skills; (3) a mature understanding of ethics and integrity (4) strong financial skills; (5) Bachelor's Degree in public administration, business administration; and (5) strong communication skills.

Salary up to \$120k, based on experience and qualifications, with excellent benefits. Applicants must send cover letter and resume with salary expectations in one attachment to manager@telfordborough.org by noon on February 13, 2023. Employment is contingent upon successful completion of a comprehensive background check.