BOROUGH OF LITTLESTOWN

NOW HIRING – PUBLIC WORKS CREWMAN

The Borough of Littlestown is seeking a dependable, motivated, and hardworking individual to join our Public Works Department as a full-time **Public Works Crewman**. The majority of this work involves working outdoors, in all weather conditions, and includes the operation of machinery to include commercial lawn mowers, heavy duty trucks, and other machinery.

This position involves a variety of duties related to the maintenance, repair, and improvement of Borough streets, parks, public properties, stormwater infrastructure, and other municipal facilities. Valid driver's license I required. Commercial Driver's License (CDL) preferred.

NOW HIRING – OFFICE ADMINISTRATOR

The Borough of Littlestown is seeking a highly organized, dependable, and detail-oriented professional to serve as its full-time **Office Administrator**.

This position provides administrative and operational support to the Borough Office. The successful candidate must demonstrate strong organizational, communication, customer service, and computer skills while maintaining professionalism and confidentiality.

Preferred Qualifications: Previous experience in office administration, municipal government, or a related field preferred. Strong computer skills, including Microsoft Word, Excel, Outlook, and office management software. Excellent written and verbal communication skills and experience with financial recordkeeping, accounts payable, and municipal billing preferred.

The Borough offers competitive compensation based on qualifications and experience, along with a comprehensive employee benefits package.

How to Apply:
Interested applicants should submit a completed employment application and/or résumé to:

Borough of Littlestown
Attn: Borough Manager
41 South Columbus Avenue
Littlestown, PA 17340
manager@littlestownboro.org
Application Deadline: Friday, December 11, 2026, by Noon

The Borough of Littlestown is an Equal Opportunity Employer.