

BOROUGH OF LITTLESTOWN HIRING FOR A BOROUGH MANAGER

Position: Borough Manager

Employment Type: Full-Time

Salary: \$80,000 - 90,000 depending on qualifications and experience.

Application Deadline: Friday, October 9, 2026

About the Borough

The Borough of Littlestown is seeking an experienced, collaborative, and community-minded professional to serve as its next **Borough Manager**. The Borough Manager will serve as the chief administrative officer and report directly to the Borough Council. The Borough Manager will also work closely with the Mayor, employees, residents, business owners, and other community stakeholders to advance the Borough's priorities.

Position Summary

The Borough Manager is responsible for the day-to-day administration and operations of the Borough, including personnel management, budgeting and financial oversight, municipal services, capital projects, contracts, regulatory compliance, and development and implementation of policies adopted by Borough Council.

The successful candidate will be an ethical and effective leader with strong communication, organizational, financial, and problem-solving skills and a demonstrated commitment to public service.

Key Responsibilities

- Manage the Borough's daily operations and municipal services.
- Develop, implement, and revise as needed policies, ordinances, and directives adopted by Borough Council.
- Prepare and administer the annual operating and capital budgets.
- Oversee municipal employees, departments, and contracted services.
- Develop and manage capital improvement projects and infrastructure initiatives.
- Coordinate with regional, county, state, and federal agencies.
- Oversee purchasing, contracts, grants, and vendors.
- Ensure compliance with applicable laws, regulations, and Borough policies.
- Prepare reports, recommendations, and agenda materials for Borough Council.
- Respond professionally to residents, businesses, and community organizations.
- Identify opportunities to improve efficiency, service delivery, and fiscal responsibility.

Qualifications

The ideal candidate will possess:

- A bachelor's degree in public administration, business administration, political science, or a related field.
- Significant progressively responsible experience in municipal or public-sector administration.
- Demonstrated experience with municipal budgeting and financial management.
- Strong personnel-management and leadership skills.
- Excellent written, verbal, and interpersonal communication abilities.
- Experience working effectively with elected officials and diverse community stakeholders.
- Knowledge of municipal operations, public contracting, and applicable regulations.

Preference will be given to candidates who also possess:

- Grant writing and management experience; and
- Legislative experience.

Equivalent combinations of education and relevant professional experience may be considered.

What We Offer

The Borough of Littlestown offers a competitive salary and benefits package, including health insurance, retirement plan, paid leave, professional development, etc.

How to Apply

Interested candidates should submit a **cover letter, résumé, and professional references** to:

Jennifer A. Beskid, Council President

Borough of Littlestown

CouncilPresident@littlestownboro.org

41 South Columbus Avenue, Littlestown, PA 17340

Cover letter and resumes will be accepted until Friday, October 9, 2026.

The Borough is an Equal Opportunity Employer.

The Borough of Littlestown is committed to providing responsive, professional, and fiscally responsible municipal government and looks forward to welcoming an experienced leader to its management team.