

**BOROUGH MANAGER** - The Borough of Collingdale, Dela. Co., PA seeks experienced professional for the position of Borough Manager. The Manager will be responsible for day-to-day operations of the Municipality, which responsibilities include, but are not limited to, administration of all affairs of the Borough; execution of all established policies and directives of Council; development and administration of the Borough's Operating Budget and financial affairs; emergency management responsibilities; originating Grant proposals and contracts with federal, state and local agencies; acting on behalf of Borough Council for purchasing and expenditures; providing monthly Agenda and written reports to Council on Borough finances and operations; overseeing all staff, financial, public works and community relations depts.; performing those duties and responsibilities as provided in the PA Borough Code; and attending monthly meetings as required.

Candidates must have: (1) min. 3-5 yrs. mgmt. & supervisory exp. in municipal mgmt. & gov't.; (2) proficient technology based applications, programming & websites; (3) strong financial/accounting skills & building code/zoning familiarity; (4) strong written & oral communication skills & ability to work cooperatively with Council & community.

Send resumes and cover letter with salary requirements directly to: Collingdale Borough Search Committee at [jhewlings@collingdaleborough.com](mailto:jhewlings@collingdaleborough.com) or mail to: Collingdale Borough Search Committee, 800 MacDade Boulevard, Collingdale, PA 19023. **Deadline for submission is March 19, 2021.**