

JOB POSTING

Borough Manager

Bellefonte Borough, Centre County, Pennsylvania

Bellefonte Borough, the historic county seat of Centre County with a population of approximately 6,200 residents, is located just minutes from State College and Pennsylvania State University. Known for its walkable downtown, vibrant local business community, and Victorian architecture, Bellefonte is actively working to revitalize its economic base while preserving its rich heritage.

Position Overview

The Borough of Bellefonte seeks an experienced and forward-thinking Borough Manager to oversee its daily operations and support the Borough Council in implementing strategic priorities. The successful candidate will be a collaborative leader who can effectively manage municipal services, foster productive relationships with local businesses, and lead downtown revitalization efforts. A demonstrated track record in grant procurement and leveraging external funding is essential. The ideal candidate will bring excellent communication, budgeting, and administrative skills and a strong commitment to public service.

Job Responsibilities

The Borough Manager is the chief administrative officer of the Borough and is responsible for supervising all departments and operations. Responsibilities include:

- Implementing the policies and directives of the Borough Council
- Managing personnel, budgets, and municipal operations
- Leading community and economic development initiatives, particularly in the downtown area
- Building and maintaining strong relationships with local businesses, community organizations, and regional stakeholders
- Identifying and securing state, federal, and private grant funding
- Ensuring compliance with applicable laws, policies, and regulations

Qualifications, Education, and Experience

The preferred candidate will hold a bachelor's degree in Public Administration, Political Science, Urban Planning, Business Administration, or a related field. A master's degree is preferred. Candidates should have at least five years of progressively responsible experience in municipal government or a similar organization, with demonstrated leadership in economic development and intergovernmental relations.

Compensation

The salary range for this position is **\$100,000 to \$120,000**, depending on qualifications and experience. Bellefonte Borough offers a competitive benefits package.

Interested candidates should submit a cover letter, résumé, and three professional references via email to **jobs@bellefontepa.gov** no later than **June 6, 2025**.

Bellefonte Borough is an equal opportunity employer. The Borough does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other legally protected status.