

Borough Manager – Borough of Steelton

CLASSIFICATION: Exempt

REPORTS TO: Borough Council

GENERAL SUMMARY:

The Borough of Steelton, Dauphin County, seeks a dynamic, experienced and skilled leader to serve as Borough Manager. The Manager oversees the day-to-day operations of the Borough and a staff of 11 full-time positions in public works, codes enforcement and administration. The Borough has a police department, a stormwater authority and a sanitary sewer system. The Manager also administers a general fund budget of \$4.5 million and a sewer fund of \$2.4 million. Steelton has a population of more than 6,000 and is situated along the Susquehanna River in the Harrisburg metropolitan area.

ESSENTIAL DUTIES:

- Prepares agenda for each public meeting and posts it on the door and website 24 hours before the meeting.
- Prepares and submits the annual budget and capital expenditure program to the Council and Mayor.
- Directs and supervises the administration of all departments, offices and agencies of the borough in accordance with the Borough Code.
- Attests to the execution of all instruments, records all ordinances and has custody of the municipal corporate seal and all Borough records.
- Advises and makes recommendations to the Council on the hiring, firing and discipline of Borough employees.
- Searches and applies for sources of funds such as grants, loans, discounts, etc.
- Serves as Right-to-Know Officer for the Borough and Authority and shall process all RTK requests pursuant to the law.
- Submit to Council periodic reports on the conditions of the Borough and such other reports as requested by Council.
- Respond, investigate and dispose of all complaints and concerns regarding Borough services.
- Oversee the enforcement of all Borough ordinances.
- Oversee the maintenance of Borough streets, buildings, parks and facilities including sanitary sewer.
- Performs other tasks as assigned by the Council or Borough Code.

QUALIFICATIONS:

- Bachelor's degree in public administration, accounting, business administration, civil engineering or a related field from an accredited college.
- Three years of managerial or administrative experience of a business, public agency or performance in an applicable profession.
- Possess and maintain a valid Pennsylvania driver's license.

ABILITIES:

- Must be able to formulate and articulate a vision for the Borough, set clear objectives and effectively lead a staff team.
- Must be computer literate and be able to use common word processing, spreadsheet, email, internet access and geographic information system programs.
- Must be able to analyze plans, policies and Borough operations and develop new ways of resolving problems, restructuring processes and accomplishing objectives.
- Must demonstrate a positive and exemplary approach to work.

PHYSICAL REQUIREMENTS:

Unless excused by Council, manager is expected to work from the Borough Offices and provide direct supervision of employees. Work is not normally strenuous but may become tiring because of cases where manager works for extended hours. Manager generally works in an office environment but may be required to work out-of-doors and be exposed to a variety of weather conditions. Manager must be able to sit, stand and walk for extended periods as well as operate a vehicle.

Please submit resume and cover letter to:

boroughmanager@steeltonpa.com

Deadline for applications is February 27, 2026.