



South Coatesville Borough, 136 Modena Rd, Coatesville, PA 19320

610-384-1700

FULL TIME BOROUGH MANAGER – The Borough of South Coatesville, located in Chester County, population of approximately 1,600 is seeking an experienced, communicative leader to serve as its Borough Manager. The Borough Manager oversees day-to-day administrative, financial and operations of the Borough. South Coatesville Borough is a full-service municipality providing public services to include public works, police, wastewater treatment plant operations and other services to the Borough and its constituents. The Borough has a total budget (2025) of approximately \$2.9 million, with approximately 15 employees.

Work involves managing and coordinating all Borough staff and activities to ensure operations conform with policy directives, all applicable rules, regulations and the Pennsylvania Borough Code. The Borough Manager is not responsible for direct oversight of the Police Department, but he/she will be expected to work cooperatively with the Officer in Charge, the Mayor and Council to ensure that adequate and appropriate resources are available for the efficient and effective operation of the department. The Manager attends day and evening meetings with Borough staff, department heads, Council, the Borough's appointed professionals and other meetings as necessary. The Manager reports to Council and will be an outstanding communicator, team builder and a leader able to provide guidance and support to staff and well-reasoned recommendations to all of Council. The Borough Manager position is a highly visible position within the Borough and is expected to exhibit a high degree of professional ethics and integrity.

Candidates should have (1) at least 2-5 years of municipal management experience; (2) knowledge of modern local government management principles; strong organizational, budgeting, financial skills, planning, zoning and code enforcement knowledge; (3) knowledge of QuickBooks or other accounting systems for creating and providing various accounting and payroll reports (4) Bachelor's degree (Master's preferred) from an accredited college or university in public or business administration, finance, planning or a related field is required; and (5) effective communication skills. Salary range based on experience and qualifications. Applicants must send cover letter and resume with salary history/expectation and at least three professional references in one attachment document to careers@south-coatesville.org. Applicants must have a valid driver's license and must qualify for a surety bond. Employment is contingent upon successful completion of a comprehensive background check.