

Job Advertisement: March 25, 2026

Borough Manager, Borough of Swarthmore

More information and application instructions at swarthmorepa.org

Do you have the vision to guide our town into its next chapter? The Borough of Swarthmore is searching for an exceptional Borough Manager to take the helm in shaping the future of our community. This is more than a job—it's a rare opportunity to lead an engaged citizenry, foster inclusion, and leave a meaningful legacy in a borough that values integrity, excellence, and collaboration. If you're a forward-thinking leader who thrives on challenge and purpose—this is your moment to lead.

What You'll Do (Please see full job description at www.swarthmorepa.org):

- Serve as the chief administrative officer and primary representative of the Borough to its residents, businesses, community organizations, and external governmental entities.
- Actively participate in Borough events, public meetings, and intergovernmental engagements.
- Oversee all municipal operations with the exception of the police department.
- Foster a culture of excellence in service delivery to all borough stakeholders, including residents, businesses, Swarthmore College, civic groups, visitors, elected and appointed officials, and Borough staff.
- Develop and manage the Borough's annual budget.
- Propose capital improvement projects and oversee asset management planning.
- Ensure compliance with all applicable local, county, and state regulations.
- Address concerns from the governing body, community members, and employees.
- Provide leadership and guidance to department heads.
- Interpret policies related to Borough services, infrastructure, programs, and operations.
- Support key staff in planning and implementing special projects, and in creating, executing, and assessing new policies and procedures.
- Serve as or work with the Borough's zoning officer and code enforcement official.

What We're Looking For:

- Bachelor's degree with related graduate-level education preferred.
- Minimum of five years of progressive experience preferably in local, state or federal government.
- Previous experience as a Municipal Manager or an Assistant Manager, ICMA-CM designation preferred.
- Knowledge of laws applicable to municipal governance.
- Experience with public budgeting, municipal finance and strategic planning.
- Proven executive and managerial acumen, sound professional judgment and unwavering ethical standards.
- Can do, attitude with excellent constituent service skills.

Benefits:

- Salary Compensation \$110,000 – \$150,000
- Please note that our standard business hours are 8:00 a.m. to 5:00 p.m. Monday-Thursday. The Borough Manager is expected to attend several evening meetings monthly and be on-call as necessary outside business hours.
- Health, Pharmacy, Dental, and Vision Insurance.
- 457 retirement plan with employer matching contribution of up to 5%.
- 401A Pension Plan.
- Generous paid vacation and holiday time off.

Application Instructions:

Please apply by sending the following documents to hire@swarthmorepa.org by April 27, 2026:

- Letter of Interest
- Resume
- Completed Employment Application
- A sample work product of which you are proud