

Troy Borough, Pa

49 Elmira St

Troy, Pa. 16947

The Troy Borough Council is looking for qualified applicants for the position vacancy of Troy Borough Manager. The application period is from November 1 until November 30, 2025. Resumes and references can be emailed to [manager@troyborough.com](mailto:manager@troyborough.com).

Troy Borough consists of an estimated 1500 population who rely on the borough for maintaining the Water/Sewer Dept., roads, and additional services. Go to [www.troyborough.com](http://www.troyborough.com) for further details and information.

Knowledge, skills, and abilities to be considered.

- BA in Business with economics, accounting background, finance, planning and related fields.
- Credits in Certified Borough Officials Program (CBO)
- Grant writing skills with examples
- Ability to handle customer service issues with positive attitude
- Cognitive skills to solve problems, make decisions, and use judgment for the best interest of the Troy Borough residents. Provide examples.
- Leadership qualities on how to organize, motivate, and create a progressive atmosphere for growth in the Community.

Duties include:

- Troy Borough has a government of 7 elected council members whose meeting agendas and all supporting documents, information etc. are provided by the Borough Manager and staff.
- Working with a staff: Manager of Water/Sewer Dept., Manager of Streets and one laborer, Administrative Assistant.
- Ensuring the smooth running of the Water/Sewer Dept. to include reading, billing of water meters. DEP reports and working with the labs who test our water. Handling customers issues.
- Working with the Troy Police Department, who answer to the elected Mayor and not in your direct control.
- Budgeting for the year and ensuring invoices and deposits are taken care of.
- Keeper of the local ordinances.

- Networking with other local, state, and federal agencies.
- Networking and partnering with the Troy area various organizations who provide services based on their missions. To include charitable, non-profit and any other organizations.

#### Tasks

- Responding to Right to Know Law requests, the Sunshine Act and other legal requirements
- Ensuring the Borough is covered by appropriate insurances, policies, and ordinances.
- Everyday tasks as generated by the customers, public, staff, and any outside agencies or interventions.
- You are the face of the Borough and represent the Borough, Community, and populus with all your actions.

#### Additional Skills and/or Requirements:

- Previous experience as a Municipal Manager or an Assistant Manager
- Extensive knowledge of Homer Rule governance, the Pennsylvania Borough Code, Sunshine Act, and Right-to-Know Law.
- Experience with public budgeting, municipal finance, and strategic planning.

Applicants will also have a criminal history and background checks completed in order to be bonded.