



The  
**Borough of Reynoldsville**  
*seeks a*  
**Borough Manager**

The Borough of Reynoldsville is seeking an energetic, service-oriented, and collaborative Borough Manager to serve as the community's chief administrative officer. Located in Jefferson County, Reynoldsville is a historic community with a strong sense of pride, a dedicated elected leadership team, and exciting opportunities for revitalization and growth.

The successful candidate will be a hands-on municipal professional capable of managing daily operations, overseeing municipal finances and infrastructure, supporting Borough Council, and building strong relationships with residents, businesses, and regional partners.

## POSITION OVERVIEW



**Community-Focused  
Leadership**



**Small-Town Impact**



**Team Environment**



**Competitive  
Benefits Package**

# Borough of Reynoldsville

## Borough Manager

### Key Responsibilities



#### **Leadership & Administration**

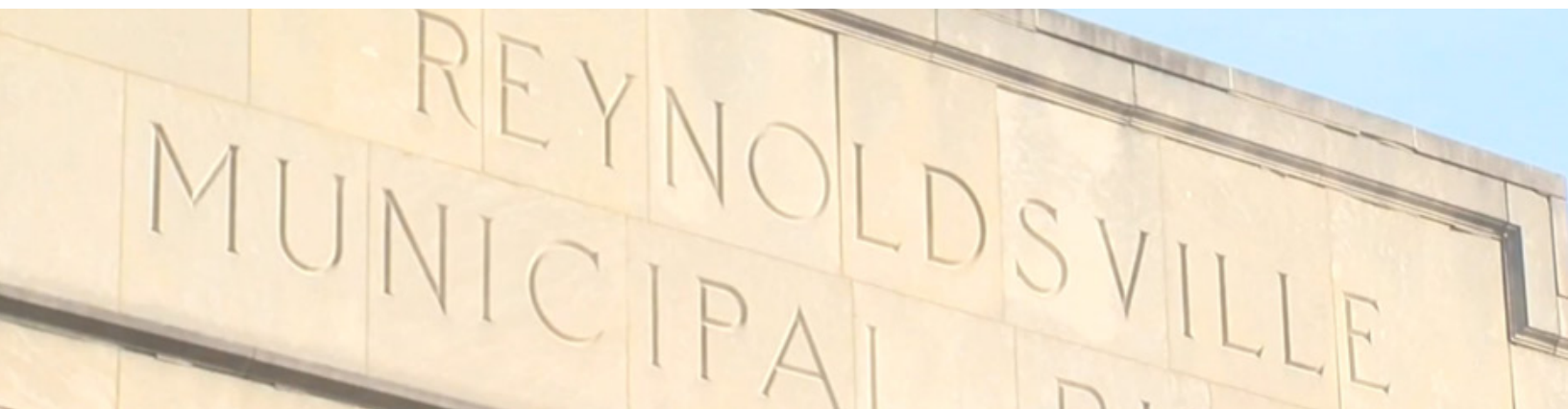
- Serve as the Borough's Chief Administrative Officer
- Supervise municipal staff and oversee day-to-day Borough operations
- Implement policies established by Borough Council
- Coordinate municipal services and respond to citizen concerns

#### **Financial Management**

- Prepare and administer the annual Borough budget
- Monitor revenue, expenditures, and financial performance
- Coordinate audits and maintain sound fiscal practices
- Pursue grants and alternative funding opportunities

#### **Public Works & Infrastructure**

- Oversee maintenance of Borough streets, facilities, parks, equipment, and utilities
- Coordinate capital improvement projects and contractor activities
- Manage purchasing and procurement activities



# Borough of Reynoldsville

## Borough Manager

### Key Responsibilities



#### Community Development

- Support planning, zoning, and economic development initiatives
- Work collaboratively with local businesses, community organizations, and regional partners
- Assist with grant-funded projects and revitalization efforts

#### Council & Public Relations

- Attend Borough Council meetings and provide professional recommendations
- Prepare agenda, reports, ordinances, and resolutions
- Serve as the primary liaison between Council, residents, businesses, and governmental agencies



# Borough of Reynoldsville

## Borough Manager

### Community Profile



Located in western Jefferson County, Reynoldsville is a historic borough with approximately 2,450 residents that serves as a commercial and residential hub for the surrounding area. Established in the late 19th century during the region's coal and industrial boom, the Borough maintains a strong sense of community pride while embracing opportunities for reinvestment and growth.

Reynoldsville offers residents and businesses the advantages of small-town living, including affordable housing, walkable neighborhoods, a traditional downtown business district, and easy access to outdoor recreation throughout the Pennsylvania Wilds region. The Borough is strategically located along U.S. Route 322, providing convenient access to DuBois, Brookville, and Interstate 80 while serving as a gateway to many of the recreational and tourism assets that define north-central Pennsylvania.

The Borough provides a full range of municipal services and is supported by dedicated employees, elected officials, volunteers, and community organizations committed to improving quality of life for residents. Current priorities include maintaining and improving infrastructure, pursuing grant opportunities, supporting economic development, strengthening the Borough's financial position, and enhancing community amenities.

Reynoldsville's leadership recognizes both the challenges and opportunities facing small communities throughout Pennsylvania. The Borough is seeking a Borough Manager who can help position the organization for long-term success by fostering collaboration, identifying innovative solutions, securing outside funding, and implementing projects that enhance the community's economic vitality and quality of life.

# Borough of Reynoldsville

## Borough Manager

### Ideal Candidate

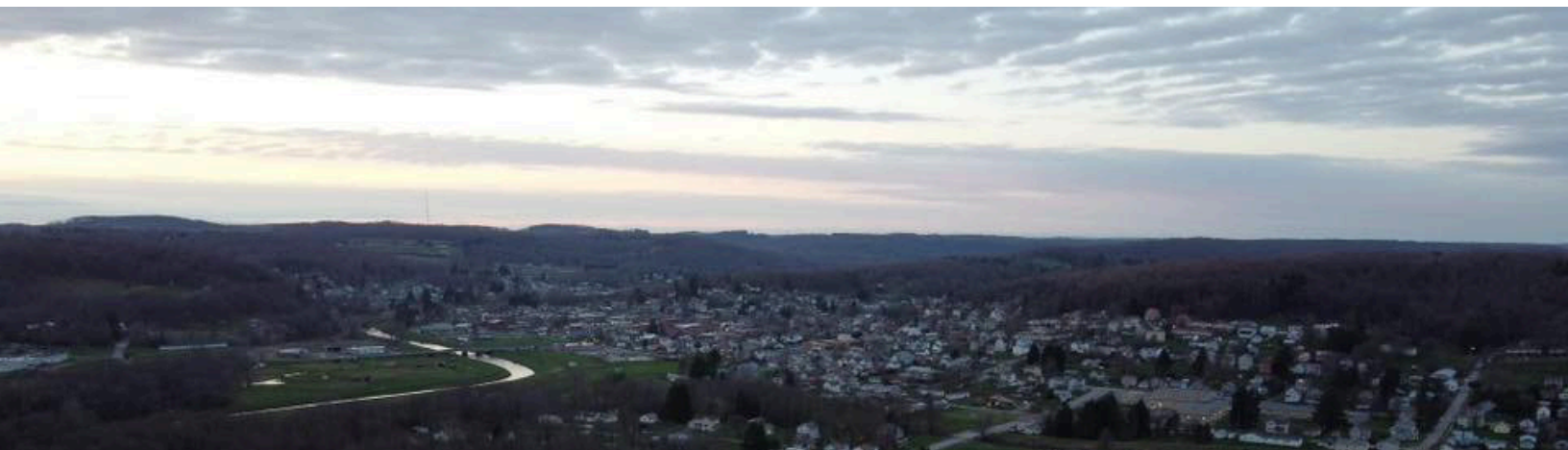


The Borough is seeking a professional who is both strategic and practical. Someone who can develop long-term solutions while effectively managing day-to-day municipal operations.

The successful candidate will demonstrate:

- Strong financial management and budgeting skills
- Experience supervising personnel and municipal operations
- Excellent communication and public engagement abilities
- A collaborative leadership style and commitment to customer service
- Experience managing infrastructure projects and municipal contracts
- The ability to build productive relationships with Council, staff, residents, and community partners
- A willingness to become an active and visible member of the community

Experience in Pennsylvania local government is highly desirable.



# Borough of Reynoldsville

## Borough Manager

### Qualifications & Skills

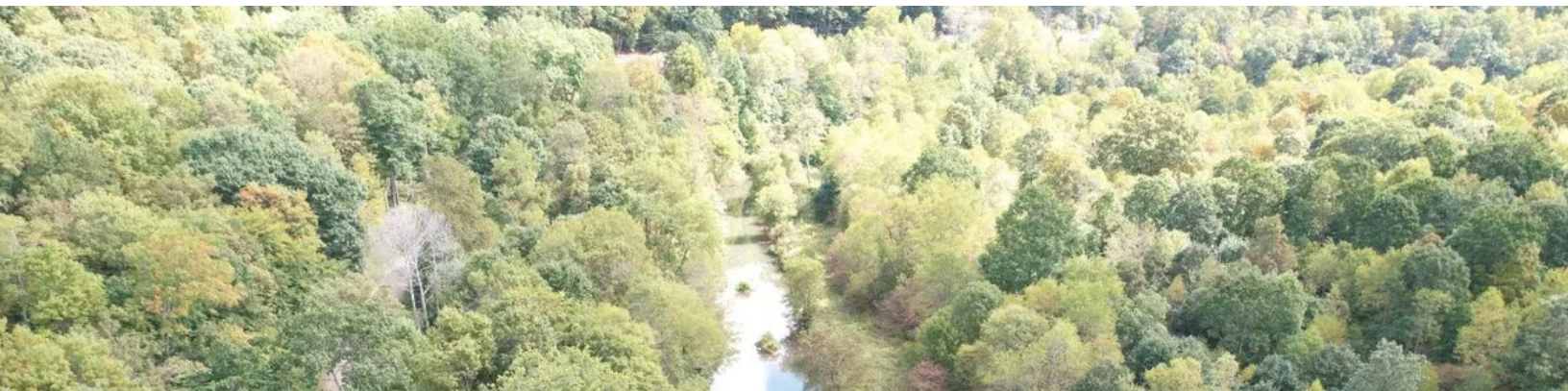


**Required:**

- Minimum of three (3) years of progressively responsible administrative, supervisory, financial, or municipal management experience.
- Demonstrated experience in budgeting, personnel administration, and organizational management.
- Valid Pennsylvania driver's license.

**Preferred:**

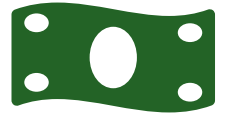
- Bachelor's degree in Public Administration, Business Administration, Finance, Planning, Political Science, or a related field.
- Experience in Pennsylvania local government administration.
- Knowledge of the Pennsylvania Borough Code.
- Experience with grant administration and economic development programs.
- Professional certifications such as ICMA Credentialed Manager, Certified Public Manager, or similar credentials.



# Borough of Reynoldsville

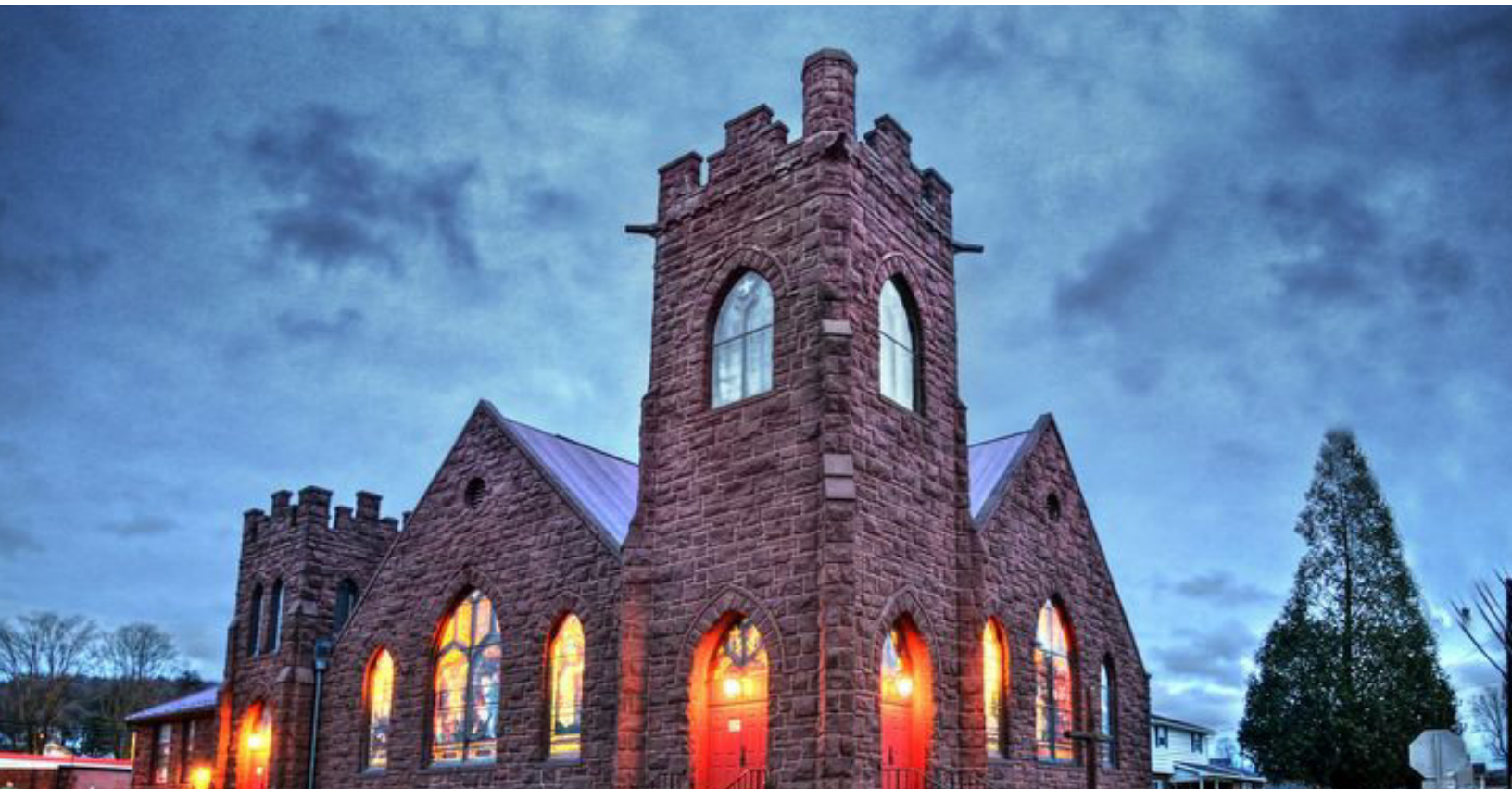
## Borough Manager

### Salary & Benefits



The Borough offers a competitive compensation package including:

- Salary beginning at \$60,000.00, commensurate with experience
- Family health insurance
- Retirement benefits, including Borough contributions
- Paid vacation, holidays, and leave benefits
- Professional development and training opportunities



# Borough of Reynoldsville

## Borough Manager

# Application Process



For professionals seeking an opportunity to make a meaningful impact, Reynoldsville offers the chance to work closely with elected officials, residents, businesses, and regional partners while helping guide the future of a community that values its heritage, embraces progress, and is committed to building a stronger future.



Interested candidates should submit a **resume and cover letter** to:

[search@kafferlinstrategies.com](mailto:search@kafferlinstrategies.com)

Application deadline: Monday, July 6, 2026 at 4:00PM

Initial screening interviews will be conducted by Kafferlin Strategies.  
Finalists will meet with members of Council before final selection

### Equal Opportunity Statement

The Borough of Reynoldsville is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status. Accommodations are available upon request.