



NOW HIRING

Borough Manager / Treasurer

Newtown Borough, Bucks County, Pennsylvania

Population 2,268 (2020 Census) • Council-Manager Form • Six-Member Council • Incorporated 1838

The Community

Newtown Borough is a historic community of 2,268 residents in central Bucks County, roughly 28 miles northeast of Philadelphia and ten miles west of Trenton. Laid out in 1684 by Thomas Holme, William Penn's surveyor, it served as the county seat of Bucks County until 1813, carries a significant Revolutionary War history, and incorporated as a borough in 1838. At 0.55 square miles it is entirely surrounded by Newtown Township. Its Historic District, established in 1969 and listed on the National Register of Historic Places, shows excellent examples of every major American architectural style.

State Street is a genuinely walkable commercial corridor of independent shops, restaurants, and taverns that draws visitors from across the region, anchored by the Newtown Theatre, one of the oldest continuously operating movie theatres in the country. Residents are served by the Council Rock School District, and the Borough has held Tree City USA designation since 1984. Civic participation is exceptional for a community of this size: residents staff thirteen appointed boards and commissions, from the Planning Commission and Historic Architectural Review Board to a volunteer committee devoted to pedestrian safety. Newtown residents pay attention. Expectations for appearance, responsiveness, and communication are high, and the Manager is a visible figure in the life of the community.

The Organization

The Borough Manager is appointed by and reports to a six-member Borough Council, serving as Chief Administrative Officer under the Borough's 2023 Council-Manager ordinance and as Treasurer under the Pennsylvania Borough Code. The two roles are held together, and the Treasurer function carries legal and fiduciary accountability that cannot be delegated even where day-to-day bookkeeping is handled elsewhere. The Borough adopted the Council-Manager form in October 2023 and appointed its first Manager in 2024. The structure continues to develop, and the incoming Manager will have real influence over how the Borough as a whole operates.

The Manager administers a 2026 General Fund of approximately \$2.6 million, one of five Borough funds alongside Lighting, Fire, Street Improvement, and Ambulance. Earned income tax and real estate tax are the principal revenue sources, with each mill of real estate tax valued at \$47,700 in 2026. The Borough retired its only outstanding loan in the fall of 2024 and carries no debt. Its fund balance is favorable and well above the minimum recommended by GASB, giving the Borough genuine capacity to act.

The Borough employs nine full-time staff: a Police Chief and six officers, the Manager/Treasurer, and the Borough Secretary. The Mayor is separately elected and holds statutory oversight of the Police Department under the Borough Code, and the Manager and Mayor work in close coordination. For 2026 Council has additionally funded a part-time position to coordinate external public works activities and oversee special projects. Public works, code enforcement and zoning administration, engineering, legal services, and accounting are delivered under contract.

The Opportunity

This is a different kind of manager's job, and the Borough is looking for a candidate who recognizes that as the point.

In most municipalities, the Manager builds and supervises departments. In Newtown, the Manager builds and supervises agreements and the relationships behind them. Nearly every service a resident experiences, from street maintenance and snow removal to code enforcement and engineering review, reaches the community through a contractor. The quality of Borough services is therefore a direct function of how well those agreements are scoped, bid, written, monitored, and enforced, and of the working relationships that sit underneath them.

That second half matters as much as the first. Because the Manager does not supervise a contractor's employees directly, results are achieved through clarity, consistency, and trust rather than line authority. The Borough is therefore interested in candidates whose strength lies in this work: managers, assistant managers, purchasing and procurement professionals, contract administrators, or public sector professionals who have written specifications, run competitive bids under the Borough Code, negotiated service agreements, and held vendors accountable to measurable standards. A candidate who can look at a service model built entirely on contracts and see an opportunity to do it exceptionally well will find this position unusually rewarding.

The work ahead includes:

- Strengthening the contracted service platform: specifications, performance standards, competitive procurement, and vendor accountability
- Leading review of significant land development and downtown redevelopment activity
- Working with Council and Newtown Township on the future of fire services, the Borough's fastest-growing cost and most consequential intergovernmental agreement
- Administering grant-funded capital and infrastructure projects from application through reimbursement
- Representing the Borough with the Township, the County, and the Commonwealth, and supporting Council, the Mayor, and thirteen active volunteer boards
- Building visible community presence and translating resident concerns into measurable results

Newtown offers a manager the chance to make a visible difference quickly, in a community where a single well-written agreement changes what residents see on their street.

Qualifications

Candidates should demonstrate:

- A minimum of three years of municipal government experience; five or more preferred
- Exceptional written and verbal communication skills, including the ability to explain technical and legal matters clearly in public
- Demonstrated capability in procurement, competitive bidding, specification writing, contract negotiation, and vendor performance management
- A record of building durable working relationships with contractors, elected officials, staff, and residents, and of achieving results through influence rather than direct authority
- Land use and development review experience, with working knowledge of the Pennsylvania Borough Code and the Municipalities Planning Code
- Grant writing, administration, and reimbursement management
- Strong financial and budget administration, with the fiduciary background to serve as Treasurer
- A Bachelor's degree; Master's in public administration or a related field preferred
- Eligibility for bonding as required by the Pennsylvania Borough Code

Compensation and Benefits

Salary range: **\$120,000 to \$160,000**. Actual salary commensurate with qualifications and experience. There is no residency requirement. The Borough offers a comprehensive benefits package including medical coverage, participation in the Pennsylvania Municipal Retirement System, and paid leave.

Application Process

Submit a single document including a cover letter, resume, and salary history or expectation to **beckett@lafayette.edu**. Applications will be reviewed as received; first review begins **Friday, August 21, 2026**. Early submission is strongly encouraged.

Newtown Borough is an Equal Opportunity Employer.