

TULLYTOWN BOROUGH SEEKING APPLICANTS FOR POSITION OF BOROUGH COORDINATOR

Borough of Tullytown is accepting applications for part-time position of Borough Coordinator, approximately 25-30 hours per week. The Borough Coordinator oversees the day to day operations of the municipality and departments/personnel assigned. This position is employed by, reports to, and works at the pleasure of the Tullytown Borough Council. He/She shall coordinate with professionals in the Borough regarding preparation for meetings, enforcing the Code of Ordinances and budget preparation with treasurer on behalf of Borough Council. A comprehensive job description, duties and responsibilities are posted at the municipal building and also can be viewed on website: www.tullytownborough.com. Resumes can be forwarded by July 13th to Council Secretary Nancy Conner, 500 Main St. Tullytown Pa, 19007 or emailed at nconner@tullytownboro.org. The Borough of Tullytown is an Equal Opportunity Employer.