

Assistant Township Manager

Salem Township, Luzerne County, PA

The Township of Salem is seeking a collaborative, strategic, and highly organized professional to serve as Assistant Township Manager. This key leadership position reflects a planned transition and internal promotion and offers the opportunity to support municipal operations, lead cross-departmental initiatives, and advance strategic priorities in a well-managed Berwick community.

Reporting directly to the Township Manager, the Assistant Township Manager will play a central role on the executive team, coordinating Township operations, supporting policy implementation, and ensuring effective communication across departments, boards, committees, and the public.

Salem is a stable, professionally managed organization committed to transparency, thoughtful decision-making, and long-term sustainability. This role blends operational leadership, project management, and organizational coordination, providing broad exposure to municipal functions and strategic initiatives.

The Township is approaching this recruitment with flexibility and may tailor the role based on a candidate's experience. For a dedicated and qualified individual, opportunity to step into a senior leadership role and make a lasting impact exists. Salem Township is a stable, well-managed organization with strong leadership that offers a collaborative, low-friction work environment.

Key Responsibilities

- Support the Township Manager in oversight and coordination of municipal operations
- Supervise key functions including Communications, IT, HR, and media operations
- Lead cross-departmental projects and strategic initiatives
- Assist with procurement, purchasing, and compliance with Pennsylvania laws
- Facilitate coordination among departments, boards, and committees
- Serve as an Open Records Officer, Assistant Secretary, Assistant Treasurer
- Attend meetings as necessary, take notes and prepare minutes
- Prepare Payroll as necessary, pay payroll taxes
- Assist in quarterly and/or annual reporting
- Assist in grant application preparation and grant management
- Any other tasks as assigned by the Board of Supervisors and/or the Township Manager

Qualifications

- Bachelor's degree in public/business administration, accounting or related field
- 5 years of municipal or related experience
- Experience in managing payroll and completing payroll tax returns
- Experience in taking meeting notes and typing meeting minutes
- QuickBooks software experience a must
- Strong project management and organizational skills
- Experience supervising staff and working in a union environment preferred
- Familiarity with Pennsylvania municipal practices and laws
- Must be willing to travel out town for trainings
- Experience managing grants

Benefits

- Health Insurance (100% paid for Employee – 85% paid for Family)
- Defined Benefit Pension – Vested in 5 Years
- 13 Paid Holidays
- 5 Paid Sick Days, 1 Paid Personal Day
- Progressive Paid Vacation Time starting at 1 Week after 150 Working Days
- Salary will be determined based on experience

How to Apply:

Interested candidates should submit a cover letter, resume and reference to:

Amy Evans, Township Manager

38 Bomboy Lane, Berwick, PA 18603

Or email to: aevans@salemtwp.org

Application Deadline: June 26, 2026, or until filled.

Salem Township is an Equal Opportunity Employer.