

## **BOROUGH OF SELLERSVILLE**

**Sellersville Borough, Bucks County, population 4,564, is now accepting applications for the position of Assistant to the Borough Manager. Duties will include providing secretarial, administrative support to the Borough Manager and the Management Team. Must possess the ability to handle a variety of responsibilities, strong organizational, personal and follow-up skills. The ability to multi-task and manage time effectively and efficiently is required. Coordinates work with the department reporting to the manager and responds to inquires or requests for information. Salary will depend on qualifications and experience. Applicants should submit resume with salary history and three professional references (no phone calls) no later than March 19, 2021 to [www.sellersvilleboro.org](http://www.sellersvilleboro.org) or mail application to Sellersville Borough, 140 East Church Street, Sellersville, PA 18960,**

**Attn: Personnel Committee.**