

Borough of Stroudsburg Code Enforcement/Zoning Officer and Project Manager

The Borough of Stroudsburg (Population 5,870), Monroe County, PA, seeks a dedicated, energetic leader to serve in a newly created position with the municipality. This position will act as the Code Enforcement and Zoning Officer for the Borough and will be responsible for managing the operations of that office. Working closely with the Borough Manager, they will also act as Project Manager for the implementation of a number of new ordinances within the Borough, including a proposed rental property inspection ordinance. Stroudsburg Borough has a total budget of \$11.9 Million (General Fund \$5.2 Million) in 12 Funds and is financially stable, with substantial surpluses the past two years and reserves in place. The Code/Zoning Office has 2 FT and 2 PT employees.

The Borough is looking for candidates that have: 1) municipal government, private sector or military management experience; 2) experience in project management; 3) excellent interpersonal and communication skills; 4) strong computer skills, including website update and database applications; 5) zoning/planning experience is desirable, but not necessary. Salary range is \$65-\$75,000 with excellent benefits, including pension, fully Borough paid health, dental and vision insurance, and generous time off; actual salary to be based on experience and qualifications.

This is a great opportunity to work in a fast-paced, dynamic office supporting a dedicated and progressive Borough Council, a team working together to implement positive change for Stroudsburg. Energy, enthusiasm and dedication to making Stroudsburg the best community possible are the attributes we are looking for in a candidate; we are willing to train the right individual in the technical aspects of the position.

Applications are due NLT 5:00 pm on Friday, March 24th, 2023. Please email cover letter and resume with three professional references to Borough Manager Larry Kopp, lkopp@stroudsburgboro.com.