



CITY OF DUBOIS PENNSYLVANIA

seeks a City Manager

The City of DuBois invites accomplished, visionary, and collaborative leaders to apply for the position of City Manager – a defining executive role at the center of municipal transformation and regional leadership. Reporting directly to City Council, the City Manager serves as the Chief Executive and Administrative Officer, guiding daily operations while shaping the long-term strategic direction of a newly unified municipality.

This is more than a leadership position – it is an opportunity to lead DuBois into its next era following the successful consolidation of Sandy Township and the City of DuBois. With the merger complete, the City is focused on strengthening organizational alignment, enhancing service delivery, and building a cohesive vision for sustainable growth and community impact.

The successful candidate will join a collaborative leadership environment committed to innovation, integrity, and forward-looking public service – helping position DuBois as a strong, resilient regional hub.

Position Overview:



Salary:
\$140,000



Organizational
Leadership



Strategic Direction



Community
Impact

CITY OF DUBOIS



City Manager Position

Key Responsibilities



The City Manager serves as the Chief Executive and Administrative Officer, providing professional leadership, strategic direction, and executive oversight of all municipal operations. Reporting directly to City Council, the City Manager is responsible for implementing Council priorities while guiding the organization through continued alignment and growth following the consolidation of Sandy Township and the City of DuBois.

The role requires a leader who can balance day-to-day operational management with long-range vision - strengthening internal systems, fostering a cohesive organizational culture, and advancing initiatives that enhance quality of life across the community.

Organizational Leadership & Integration

- Provide executive oversight of all municipal departments, ensuring consistent, effective service delivery across the unified City.
- Lead ongoing organizational alignment following consolidation, including integration of systems, policies, and operational practices.
- Foster a collaborative workplace culture grounded in accountability, innovation, and public service excellence.



CITY OF DUBOIS

City Manager Position

Key Responsibilities



Strategic Governance & Council Partnership

- Serve as principal advisor to City Council on policy development, organizational strategy, and long-term planning initiatives.
- Translate Council priorities into measurable outcomes and operational strategies.
- Promote transparent, ethical governance and strengthen public trust through responsive leadership.

Financial & Operational Stewardship

- Oversee preparation and administration of the City's operating and capital budgets, ensuring responsible fiscal management.
- Guide capital improvement planning, infrastructure investment, and asset management strategies aligned with community priorities.
- Support data-driven decision-making to improve efficiency and organizational performance.



CITY OF DUBOIS

City Manager Position

Key Responsibilities



Community Engagement & Public Trust

- Maintain a visible and accessible leadership presence within the community.
- Strengthen communication strategies that enhance transparency and engagement with residents, businesses, and stakeholders.
- Guide outreach during major initiatives, organizational changes, and community priorities.

Regional Leadership & Strategic Growth

- Advance economic development, redevelopment, and regional collaboration initiatives that position DuBois for long-term success.
- Build partnerships with local, regional, state and federal entities to leverage resources and opportunities.
- Represent the City as a forward-thinking regional leader committed to innovation and sustainable growth.



CITY OF DUBOIS



City Manager Position

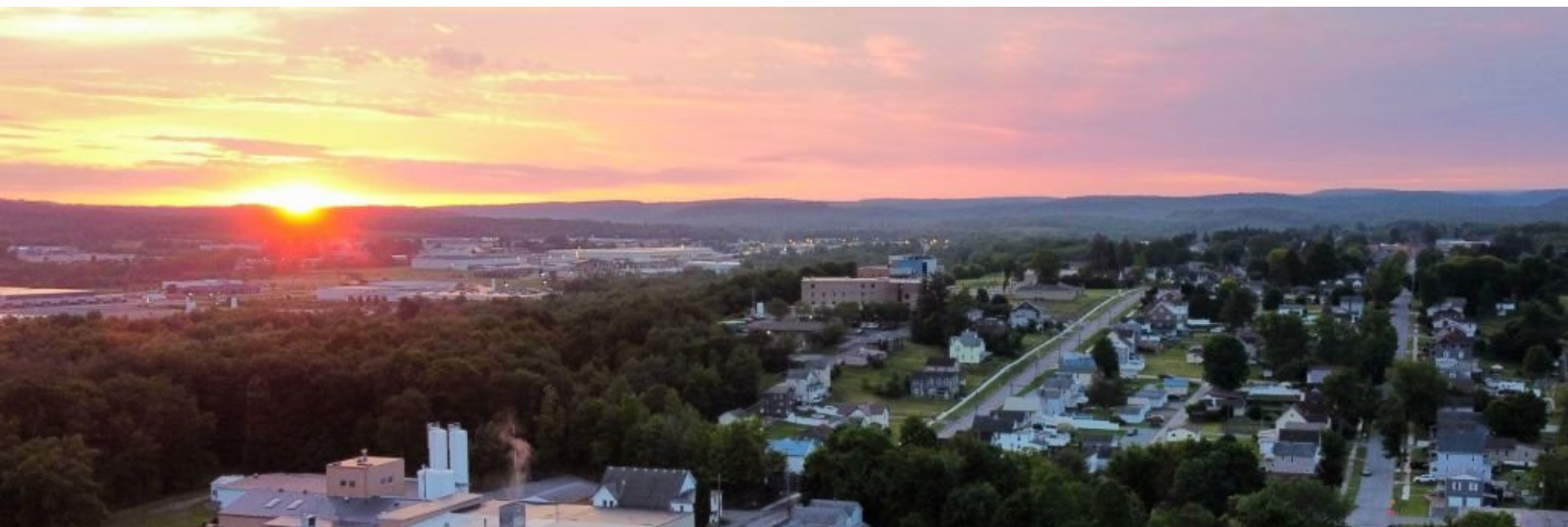
Community Profile



Amid the scenic hills of northwestern Pennsylvania, DuBois blends historic character with forward-looking ambition. As a regional center for commerce, healthcare, education, and recreation, the City offers a strong sense of place while embracing innovation and growth.

Today marks a defining moment in DuBois' story. The consolidation of Sandy Township and the City of DuBois has created a stronger, unified municipality – aligning resources, streamlining operations, and positioning the community for long-term success. The next City Manager will guide the organization beyond consolidation and into a period focused on stability, innovation, and strategic advancement.

Municipal leadership in DuBois is both visible and valued. Decisions made by the City Manager influence infrastructure, economic opportunity, neighborhood vitality, and the daily experience of residents. This is a community that embraces collaboration and welcomes leaders ready to help shape its future.



CITY OF DUBOIS



City Manager Position

Ideal Candidate



The City of DuBois seeks a City Manager who will be more than an administrator – they will be a strategic leader, organizational integrator, and trusted advisor guiding a newly unified municipality into its next chapter. The ideal candidate will bring the experience, judgment, and collaborative leadership style necessary to advance continued alignment following consolidation while positioning DuBois for long-term stability and growth.

Strategic Leadership & Organizational Integration

The successful candidate will demonstrate the ability to translate Council priorities into clear operational strategies while strengthening organizational culture and cohesion. Experience leading through change, managing complex municipal operations, and building unified teams will be essential.

Operational & Financial Acumen

The ideal candidate will possess strong knowledge of municipal governance, budgeting, and capital planning, balancing innovation with responsible fiscal stewardship and long-term sustainability.

Collaborative Governance & Community Engagement

DuBois seeks a visible and approachable leader who communicates effectively, builds trust with City Council, staff, and residents, and fosters strong partnerships across the region. The next City Manager will value transparency, responsiveness, and community-centered leadership.



Strategic Leader | Organizational Integrator | Community Builder

CITY OF DUBOIS



City Manager Position

Qualifications



Education & Experience

- Bachelor's degree in Public Administration, Political Science, Business Administration, or a closely related field required; Master's degree in Public Administration, Public Policy, or similar discipline preferred.
- Minimum of five to seven years of progressively responsible leadership experience in municipal government or the public sector, including executive or senior management responsibilities.
- Demonstrated success overseeing complex municipal operations, strategic planning initiatives, budgeting, and personnel leadership.
- Experience guiding organizations through growth, structural change, or multi-department coordination strongly preferred.

Knowledge, Skills & Abilities

- Strong working knowledge of municipal governance, public administration practices, and Pennsylvania Third Class City operations.
- Proven ability to develop and implement strategic initiatives while maintaining effective day-to-day operations.
- Financial and operational acumen, including familiarity with capital planning, infrastructure investment, and long-range budgeting.
- Exceptional interpersonal and communication skills, with the ability to build trust among elected officials, staff, residents, and regional partners.
- Sound judgment, professionalism, and the ability to lead collaboratively in a dynamic and evolving organizational environment.

CITY OF DUBOIS

City Manager Position

Salary & Benefits

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Salary:

The City of DuBois offers a competitive executive compensation package commensurate with experience and qualifications. The salary for this position is \$140,000 annually.

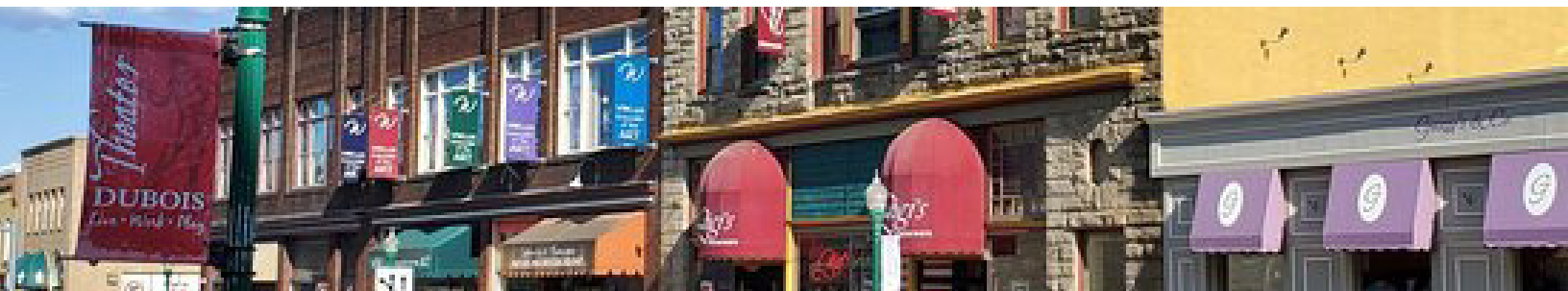
A comprehensive benefits package includes retirement, health insurance, paid leave, professional development opportunities, and a supportive leadership environment.

Benefits Package:

- Retirement/Pension Plan
- Health Insurance – The City provides medical, dental and vision coverage (employee + dependent options)
- Paid Time Off – Generous leave including vacation, personal, sick days, and paid holidays.

Other Benefits:

- Life insurance and long-term disability coverage
- Optional voluntary benefits
- Participation in wellness programs and employee assistance resources
- Professional Development – Support for continuing education, training, conferences relevant to the role and city initiatives.
- Work-Life Balance – Encouragement of work/life balance and a supportive team culture.



CITY OF DUBOIS



City Manager Position

Application Process



The City of DuBois is a community on the rise—where tradition meets innovation and public service makes a lasting difference. Joining DuBois means stepping into a leadership role where ideas matter, collaboration drives progress, and the opportunity exists to help shape the future of a newly unified municipality.



Qualified applicants are invited to submit a cover letter and resume to:

Kafferlin Strategies

Email: search@kafferlinstrategies.com

Subject Line: *City Manager - City of DuBois*



Application Deadline: Friday, April 17, 2026 at 4:00PM (ET)

Equal Opportunity Statement

The City of DuBois is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status. Accommodations are available upon request.