**ASSISTANT MANAGER / ECONOMIC DEVELOPMENT COORDINATOR**

**CITY OF DUBOIS, CLEARFIELD COUNTY**

The City of DuBois is seeking an Assistant Manager / Economic Development Coordinator. The position will perform difficult professional and administrative work on in a variety of assignments relating to the planning, direction, control and evaluation of the operations and programs of the municipal government and economic development and grant related activities; does related work as required. Provides highly responsible administrative, analytical, and professional assistance to the City Manager, completes a variety of technical, confidential, and complex projects as assigned.

A Bachelor’s degree in Public Administration, planning, or a related field is required; a Master’s Degree in Public Administration is preferred. Considerable administrative experience in local government management or in a related professional or administrative capacity is preferred with at least three years of professional experience related to economic development. Salary range is $70,0000 - $90,000 commensurate with experience/qualifications. A generous benefit package including health insurance and pension plan is provided. EOE. Interested candidates should send application and resume with references to Shawn Arbaugh, 16 W. Scribner Ave., DuBois, PA 15801, or email to [sarbaugh@sandytownship.net](mailto:sarbaugh@sandytownship.net) no later than Thursday, August 15, 2024. A full job description can be found at [www.duboispa.gov](http://www.duboispa.gov) under careers.