



Employment Opportunity

City Manager – City of Titusville, PA

The City of Titusville is seeking an experienced and visionary City Manager to lead our municipal operations and serve as the chief administrative officer. This is a unique opportunity for a dedicated public servant to help shape the future of our historic community while ensuring efficient, transparent, and responsive governance.

Community Profile

The City of Titusville is a vibrant third-class city nestled in southwest Crawford County, Pennsylvania. Known as the birthplace of the modern petroleum industry, our community of approximately 5,200 residents takes pride in its rich history while embracing opportunities for growth and innovation. (2025 Annual general fund budget of over \$6 million and a total budget over \$13 million).

Our Community Features: Historic downtown district, Oil Creek State Park proximity, strong educational institutions, diverse recreational opportunities, and a committed business community focused on economic development and historic preservation.

Key Responsibilities

- **Executive Leadership:** Implement City Council policies and oversee day-to-day municipal operations with strategic vision.
- **Municipal Operations:** Manage all city departments (Police, Fire, Public Works, Zoning and Code Enforcement, Administration, Airport) ensuring effective and efficient delivery of services.
- **Financial Management:** Develop and administer the annual budget, oversee city finances, and ensure fiscal responsibility.
- **Community Development:** Support economic growth, preserve historic character, and engage with local businesses and organizations.

- **Stakeholder Relations:** Build strong relationships with City Council, residents, staff, and regional/state/federal partners.
- **Strategic Planning:** Develop long-term strategic initiatives, manage capital projects, and ensure compliance with applicable laws and regulations.
- **Contract Negotiations:** Lead and oversee the negotiation of contracts to ensure fair terms, legal compliance, and alignment with city goals.

The Ideal Candidate

The City of Titusville seeks a collaborative and innovative leader with a passion for community development and public service. The successful candidate will be approachable, results-driven, and skilled at building consensus among diverse stakeholders.

Qualifications:

- Bachelor's degree, preferably in Public Administration, Business Administration, or related field; comparable experience will be considered
- Progressively responsible management experience
- Strong knowledge of municipal operations, budgeting, personnel management, human resources practices, and contract administration.
- Excellent communication, leadership, and financial management skills.
- Proven ability to build consensus among various stakeholders

Additional preferred qualifications:

- Master's degree in Public Administration, Business Administration, or related field
- Five years of progressively responsible management experience in municipal government or related public sector role
- Experience with:
 - negotiating contracts
 - economic development
 - grant writing
 - capital improvement projects
 - governmental financial procedures
 - Pennsylvania third-class city governance

Salary & Benefits

- Salary: Salary is based upon candidate's experience and qualifications.
- Health Benefits: Comprehensive health, dental, and vision insurance.
- Retirement: Participation in a 457 Plan with City contribution.
- Time Off: Generous Paid Time Off and holiday schedule.
- Professional Development: Support for continuing education, conferences, and memberships.
- Additional Benefits: Life insurance, flexible spending account.

Application Process

Application Deadline: Open until filled. First review of applications begins October 13th, 2025.

Applicants must submit:

- Cover letter
- Detailed resume
- Salary requirements
- Three professional references with current contact information
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Resumes & required documents may be submitted to the City Managers Office:

- In Person
- Via Email: adminservices@cityoftitusvillepa.gov
- Via Mail: Attention City Manager's Office 107 N. Franklin Street, Titusville PA 16354

Titusville is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, age, national origin, disability, veteran status, genetic information and other legally protected characteristics.