The Municipality of Kingston, located in Luzerne County, Pennsylvania, is actively seeking qualified candidates for the position of **Municipal Administrator**.

Kingston is a vibrant Home Rule community with a population of more than 13,000 residents. Pursuant to the Municipality's Home Rule Charter, the Mayor is the Chief Elected Officer and is responsible for overseeing the executive functions of municipal government. The seven-member, at-large Municipal Council is responsible for the legislative functions of the government.

The Municipal Administrator is responsible for managing the day-to-day operations of the Municipality and assisting the Mayor in overseeing the executive functions of municipal government. The appointment, qualifications, prohibitions, powers, and duties of the Municipal Administrator are established in **Sections 401–404 of the Municipality of Kingston Home Rule Charter**.

The Municipality of Kingston employs approximately 80 full-time employees and operates with a **2026 General Fund Budget of $12,163,324**. The Municipality provides professional-grade administrative, police, fire, public works, parks, and recreation services. Kingston also maintains a robust system of outdoor public parks, a community swimming pool, and an indoor recreation center.

Ideal Candidate

The successful candidate will be a strong and ethical leader, an excellent communicator, and a trustworthy steward of public resources. The ideal candidate should possess:

- A minimum of five years of progressively responsible management experience in local government; and
- A bachelor's degree in public administration, political science, business administration, or a related field, **or an equivalent combination of education and experience**.

Desirable qualifications and experience include, but are not limited to:

- Human resource management and personnel administration;
- Collective bargaining and labor relations;
- Supervision and oversight of municipal employees;
- Fiscal management, financial oversight, and budget preparation;
- Grant research and grant writing;
- Public outreach and community relations;
- Diplomatic and effective problem solving;
- Active participation in public meetings and interaction with elected officials, employees, residents, and community stakeholders; and
- General knowledge of municipal code enforcement, zoning, land use, and other local government functions.

The successful candidate must demonstrate sound judgment, integrity, professionalism, organizational skills, and the ability to work collaboratively with elected officials, department heads, employees, residents, and the public.

Compensation and Benefits

This is a **full-time, salaried, exempt position** offering a comprehensive benefits package, including:

- Health insurance;
- Life insurance;
- Paid time off; and
- Defined benefit pension.

Compensation is commensurate with the candidate's qualifications, education, experience, and demonstrated ability.

How to Apply

Interested candidates should submit a **resume, cover letter, and three professional references** to:

Municipality of Kingston
500 Wyoming Avenue
Kingston, PA 18704
Attention: Sondra Riviello

Applications may also be submitted electronically to **sriviello@kingstonpa.org**.

Please indicate any special accommodation you require during the application or interview process.

The Municipality of Kingston is an **Equal Opportunity Employer** and does not discriminate on the basis of any legally protected status.