

## **BOROUGH MANAGER – SWISSVALE BOROUGH**

The Borough of Swissvale, a diverse urban community bordering the City of Pittsburgh, with a resident population of 8900 over 1.3 square miles, is seeking an innovative, experienced and dynamic leader to lead the community and assist Borough Council and the Mayor in accomplishing their goals.

The Manager will be a proven leader willing to take the reins of a full service municipal organization with 40 full-time and 35 part-time and seasonal employees with an annual budget in excess of \$10 million. The Borough provides Police, Fire, EMS, Code Enforcement, Public Works Services, including garbage and recycling collection, as well as provides services to surrounding communities through Intergovernmental Cooperation Agreements.

Successful candidates will be able to demonstrate strong experience working with municipal governments and a sound understanding of municipal service delivery. The Borough Manager is appointed by a seven-member Council and a Mayor, all elected at-large, and is responsible for the administration of the Borough's goals, policies and programs as well as the management of all municipal services.

In addition to the desired traits and experience levels mentioned above, the Council hopes to find a Borough Manager with a demonstrated track record of success and that possesses a thorough working knowledge of all facets of municipal operations, including grant procurement. Candidates should also have a demonstrated background in developing innovative and creative approaches to the operation of local government and strong fiscal management to continue our community's sound fiscal position and growth.

The ideal candidate must also be able to work independently, have strong strategic planning and critical thinking skills, supervisory skills, budget development and management skills, strong computer skills, as well as the ability to deal effectively with employees and the public. They shall also demonstrate that they are an excellent communicator with Council, staff and the community and have a reputation for establishing strong relationships among all key community stakeholder groups within the community.

A Bachelor's Degree in public administration, business administration, public policy or a related field is preferred along with a minimum of five years (5) years of responsible managerial work experience or an equivalent of experience and proven track record in municipal management.

Salary will be \$75,000.00 and up commensurate with experience and education. A full benefits package is also offered.

Cover letter, resume and at least three (3) professional references shall be submitted by September 11, 2020 to the Interim Borough Manager, Borough of Swissvale, 7560 Roslyn Street, Pittsburgh, PA 15218 or via email to [gbachy@swissvaleborough.com](mailto:gbachy@swissvaleborough.com).

The Borough of Swissvale is an Equal Opportunity Employer that does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations.