

JOB ANNOUNCEMENT

Castle Shannon Borough, Allegheny County, a vibrant community of 1.6 square miles with a population of 8,200 and an annual budget of nearly \$7 million, is seeking qualified applicants for its Borough Manager position. The Borough Manager is the chief administrative officer for Castle Shannon and carries out the business of the Borough under the direction of the Borough Council. The Borough Manager is responsible for overseeing the Borough's work force in the day-to-day conduct of Borough business, operations, and services.

Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task, and a friendly demeanor. The most qualified candidates will have a Bachelor's Degree in business or public administration, or a related field, as well as three to five years of experience in local government or the administration of a public or municipal agency. Direct experience with municipal budgeting and finance, public procurement, grant management, municipal zoning, redevelopment and main street management, building and property maintenance codes, and storm water management is preferred.

This is a highly responsible administrative/supervisory position involving planning, directing, coordinating, and administering all affairs of the Borough government. The Borough Manager will perform any other duties and responsibilities as may be assigned or directed by the Borough Council.

Minimum Qualifications

1. Bachelor's Degree in public administration, business administration, accounting, finance, or a related field. Master's Degree or equivalent experience in public or municipal administration is preferred.
2. 3-5 years of work experience in the administration and/or management of municipal or public entity with increasing responsibility in planning, organizing, and directing administrative services.
4. Direct experience with municipal budgeting and finance, public procurement, grant management, municipal zoning, redevelopment and main street management, building and property maintenance codes, and storm water management is preferred.
5. Excellent communication skills and experience in public presentations and meeting facilitation.
6. Must have experience in public engagement and community outreach efforts.
7. Must possess knowledge and general understanding of federal, state, and local laws, regulations, and ordinances governing Pennsylvania municipalities, particularly the Pennsylvania Borough Code and the Municipalities Planning Code.

Salary

\$95-\$115k dependent upon qualifications. A full benefits package is also offered.

To Apply

Send letters of interest and resumes to Hiring@strategic-solutionsllc.com by August 4, 2023.