

## **General Administrator - Finance and Administration**

The Borough of Sewickley Heights, Allegheny County, Pennsylvania is currently recruiting for a new position of General Administrator with a focus on Finance and Administration. The General Administrator of Finance and Administration will be responsible for overseeing and coordinating services that focus on financial services, tax collection, procurement, risk management, and information technology. Performs a variety of activities on behalf of the Borough Manager and interacts with Council Members, staff, the public, and other governmental entities. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies as well as determining efficient and innovative ways to accomplish the Borough's business strategies. Position reports to the Borough Manager. A Bachelor's Degree in Public Administration, Finance or related field preferred, along with up to three years of progressively responsible experience in municipal government. Relevant private sector experience may be considered.

Salary commensurate with experience, plus benefits. Please submit cover letter, resume, and three professional references, along with salary requirements to: **Public Partners, Two Gateway Center, 6<sup>th</sup> Floor, Pittsburgh, PA 15222**. Submissions will be received until position is filled. Sewickley Heights Borough is an Equal Opportunity Employer.