

BETHEL PARK, PENNSYLVANIA
MUNICIPAL MANAGER

The Municipality of Bethel Park is located in southwestern Pennsylvania approximately 7 miles south of Pittsburgh. The Municipality covers 11.7 square miles and has a stable current population of 33,000.

Bethel Park has a council-manager form of government and became Home Rule in 1976. The Municipal Manager is the chief administrative officer for the Municipality and is responsible for managing day-to-day municipal operations as well as for implementing the policies established by the Municipal Council. Bethel Park is a full-service municipality with approximately 94 full-time and 8 part-time employees. The Municipality's 2019 All Funds Budget is \$50,208,911 of which \$27,955,720 is the General Fund. Services provided include Financial Services, Information Technology, Human Resources, Community Development, Fire/Rescue, Police, Public Works, Library and Recreation and Parks. All department heads including the Chief of Police report to the Municipal Manager.

Requirements include a Bachelor's degree in public administration, business, or the equivalent (Master's degree preferred) and at least two years of local government management experience preferably as a Senior Administrator, Department Head or Municipal Manager in a municipal government or in a comparable organization. Must possess strong and proven financial and budgeting knowledge, analytical skills and abilities. Must have excellent interpersonal skills.

Highly competitive starting salary and excellent benefits negotiable depending upon qualifications and experience. Residency is a requirement within one year of appointment. More information about the community can be found on the Municipality's website at www.bethelpark.net.

Candidates will be required to consent to and undergo a thorough background investigation and pre-employment drug testing and to comply with all requirements of state law.

All candidates must submit resume (including comprehensive history of all prior employment for a minimum of at least the last 10 years), salary history, and references to: Bethel Park Manager c/o Tucker Arensberg, P.C., 1500 One PPG Place, Pittsburgh, PA 15222 or by email to bethelparkmanager@tuckerlaw.com on or before Friday, February 15, 2019. Applicants are also encouraged to submit a letter/narrative explaining why they believe they are able to perform the duties of the position.

The Municipality of Bethel Park is an Equal Opportunity Employer.