

Municipal Manager – The Borough of Jefferson Hills

The Borough of Jefferson Hills is located in southwestern Pennsylvania approximately 10 miles south of Pittsburgh. The total area of the Borough is nearly 17 square miles with 11,307 residents and is one of the fastest growing municipalities in the region.

Jefferson Hills has a Council-Manager form of government. The Municipal Manager is the principal administrative officer and is responsible for managing day-to-day municipal operations as well as for implementing the policies and procedures set for by the seven elected Councilmembers.

Jefferson Hills employees nearly 48 FT/PT and seasonal personnel with major services including administration, police, public works, code enforcement/building inspection, library and park and recreation. All department heads including the Chief of Police report to the Municipal Manager.

Requirements for the Municipal Manager position 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. The applicant must possess strong and proven financial and budgeting knowledge, analytical skills and abilities. Community economic development, grant writing, and collective bargaining experience is preferred. The applicant must also have excellent interpersonal skills.

A highly competitive starting salary and excellent benefits package is 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 Borough's website at <http://www.jeffersonhillsboro.org>

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 a resume (including comprehensive history of all prior employment for a minimum of at least the last 10 years), salary history, and references to: Borough Manager Search Committee, Borough of Jefferson Hills, 925 Old Clairton Road, Jefferson Hills, PA 15025 on or before Friday, April 12, 2019. Applicants are also encouraged to submit three professional references and a letter/narrative explaining why they believe they are able to perform the duties of the position.

The Borough of Jefferson Hills is an Equal Opportunity Employer.