The Borough of Schwenksville has a council-manager form of government in a unique small town located in the scenic Perkiomen Valley of Western Montgomery County, PA. The Borough seeks an experienced Borough Manager to lead the affairs of the Borough pursuant to the Borough Code. The Borough is less than one square mile and has a population of approximately 1,296. The Borough’s government provides a range of services to reflect a unique mix of history and progress and is widely recognized for its efforts to provide a high quality of life and participatory government for its residents. The Borough operates with a proposed 2022 operating budget of $2,433,818 with 2 Borough staff. At the H.E.A.R.T. of the Schwenksville community is Schwenksville Borough’s Main Street. The acronym stands for Historic, Engaging, Authentic, Recreational and Timeless. The Borough remains committed towards revitalization efforts along with preserving the historical significance of the Borough to provide a great community to work and live.

The Borough Manager is the Chief Administrative Officer, Borough Zoning Officer, Assistant Code-Enforcement and Right to Know Officer serving a five (5) member Council and Mayor. The Manager must be an outstanding communicator who provides reasoned and sound recommendations for Council’s consideration. Council is seeking a leader with vision, who embraces open government and transparency with professional and respectful interactions with the community. This highly visible position within the Borough is responsible for implementing all policies set by Council and the general oversight of all the Borough’s operations. The position will assume management responsibility, leadership, and accountability for, but not limited to financial management, problem solving, managing contracts and bids, grant administration, transportation infrastructure, planning and zoning, public communications/social media platforms and supervises the activities of the Borough Secretary-Treasurer. In addition, the Borough Manager will coordinate solid waste and recycling services, storm water/flood management and services with the library, public safety and fire/emergency services, parks and recreation. The Manager attends day and evening meetings with Council, various boards, commissions, committees, governmental authorities, and other meetings as required.

The following skills and competencies are required for this position:

- A high level of successful performance in municipal management. Demonstrated and verifiable experience developing, managing, and balancing an annual operating and capital expenditure budget of similar complexity to the Borough’s is required.
A progressive record of strong, open professional administrative leadership in a similar community or organization.

- Demonstrated/verifiable experience utilizing sound and effective leadership techniques to establish goals and achieve results within financial and other resource limits, a proven record of leading with high personal integrity and ethical behavior.

- A Bachelor’s degree from an accredited college/university in public or business administration, political science, finance, planning/geography, or a related field is required. Master’s Degree in Public or Business Administration, Political Science, or a closely related field or an Equivalent Degree strongly preferred.

- A minimum of three (3) to five (5) years of direct experience as a municipal manager, or assistant manager/senior executive, with two (2) or more years in a supervisory capacity with experience in planning, organizing, and directing administrative, operational municipal services, and municipal finance administration or an equivalent combination of education and qualifying experience.

- Must have a valid driver’s license and be bondable.

A competitive salary with a comprehensive benefits package is dependent on qualifications and experience. An employment offer is contingent upon successful completion of all background checks/verifications.

Applicants should submit cover letter and resume in one document to Roseann McGrath at Roseann@rmcgrathconsulting.com no later than January 3, 2022. Schwenksville Borough is proud to be an Equal Opportunity Employer who values diversity, equity and inclusion.