Castle Shannon Borough is seeking candidates for the position of Borough Manager to lead the borough in its continuation in providing excellent public service, safety and community amenities of approximately 8,500 residents encompassing 1.5 square miles located in Southern Allegheny County, PA. The manager reports to a 7-member council and will be responsible for the day-to-day operations with direct oversight of $6M budget. The manager will oversee approximately 35 employees and is responsible for the effective administration of all borough services including public works, public safety, code enforcement, planning and economic development, and recreation through the supervision of staff and department heads. Act as the decision maker for day-to-day operational issues and interfaces with the public directly.

Qualifications include knowledge of public administration with municipal government administration experience. At least five (5) years of progressively responsible experience in council/manager municipal government, with two (2) years at a management level. Bachelor’s degree in public administration, public policy or related field required. Grant writing experience preferred. Demonstrated budgeting, fiscal and collective bargaining expertise. Familiarity with transit-orient development, main street and/or elm street exposure and watershed improvements. Knowledge of zoning/codes enforcement, land use and public works practices. Proficient in Microsoft Office 365 and Outlook. Strong ability to work collaboratively with teams and interact with the public. Expected to attend monthly evening council meetings as well as evening or weekend special events for promoting the positive image of the borough to the general public. To learn more about Castle Shannon Borough go to www.castleshannon.work.

Interested candidates can apply for this position by submitting their letter of interest and resume to: recruiter@bradleypartnerships.com or via our website: www.bradleypartnerships.com “Career Opportunities” tab.

*Competitive compensation and benefits/Equal Opportunity Employer*