POSITION AVAILABLE

Assistant Borough Manager/Zoning Officer – Malvern Borough, Chester County, is seeking applications from qualified individuals for the position of Assistant Borough Manager/Zoning Officer. This position is a full-time, exempt position. The individual in this position shall assist the Borough Manager, as required, in carrying out the affairs of the Borough pursuant to the Home Rule Charter. This position shall perform the duties of the Borough Manager in the absence of the Borough Manager unless otherwise directed by the Borough Council. The Assistant Manager shall serve as the Assistant Secretary, Assistant Treasurer, Zoning Officer, and Deputy Right-to-Know Officer.

Duties of the individual in this position shall include (but not be limited to) the following:

- Assisting in the preparation of the annual operating budget for the Borough
- Administering/coordinating all subdivision and land development projects, applications to the Zoning Hearing Board, and Conditional Use applications
- Coordination of monthly meetings with various boards and committees, including the Planning Commission and Zoning Hearing Board
- Attendance at various evening meetings including, but not limited to, Borough Council (including committees), Planning Commission, and Zoning Hearing Board
- Enforcement of the Borough’s Zoning Ordinance through the review and issuance of necessary permits, conducting inspections, and issuance of violation notices
- Assistance in the administration of matters pertaining to the Borough’s sanitary sewer system
- Preparation of administrative policies, procedures, and forms
- Assist in day-to-day financial management and oversight using best management practices

A full position summary is available upon request.

Minimum qualifications are as follows:

- Bachelor’s Degree in Political Science, Planning/Geography, Public Administration, or a related field
- Two (2) to four (4) years of experience in a related field

Preferred qualifications are as follows:

- Master’s Degree in Public Administration or a related field
- Five (5) or more years of experience in the public-sector field, with two (2) or more of those years in a supervisory capacity

Salary dependent on qualifications.

Interested parties may submit their cover letter, résumé, and three (3) professional references to Malvern Borough, Attn: Christopher Bashore – Borough Manager, 1 E. First Avenue, Suite 3, Malvern, PA 19355 or via email to malvern@malvern.org. Applications must be received by 4:00 pm on February 28, 2020. Please label submissions as “Application – Assistant Borough Manager.” Malvern Borough is an Equal Opportunity Employer.