MALVERN BOROUGH MANAGER JOB POSTING
September 10, 2021

The Borough of Malvern is a unique small town located in eastern Chester County, PA. The Borough seeks an experienced Borough Manager to lead the affairs of the Borough pursuant to the Home Rule Charter. The Borough is 1.3 square miles and has a population of approximately 3,445. The Borough’s government provides a wide 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. Malvern has experienced significant growth over the past few years and continues to see tremendous revitalization in both the residential and commercial districts. The Borough operates with an approved approximate 2021 $5 million operating budget with approximately 19 full time equivalent employees and 26 total Borough staff.

The Borough Manager is the Chief Administrative Officer, Borough Secretary and Right to Know Officer of the Borough, serving a seven (7) member Council and Mayor. The Manager reports to Council and will 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 day to day operations. The position will assume management responsibility, leadership, and accountability for, but not limited to: grant writing, union/labor relations, administrative staff, financial management, public works, codes, solid waste and recycling services, sanitary sewer, storm water, transportation infrastructure, planning and zoning, parks and recreation and coordination with the library, police and fire/emergency services.

Work involves supervising, directing, and coordinating all departments and activities of the Borough to ensure operations are in conformance with policy directives, rules, regulations, and the Home Rule Charter as well as providing excellent municipal services. The Manager attends day and evening meetings with Council, various boards and commissions, governmental authorities, Valley Forge Sewer Authority, department heads, 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 and a record of successful labor/management issues and contract negotiations are important considerations.

- 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 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, union/labor relations 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 a background check/verification.

Applicants should submit cover letter and resume in one document to Roseann McGrath at Roseann@rmcgrathconsulting.com no later than October 10, 2021. Malvern Borough is proud to be an Equal Opportunity Employer who values diversity, equity and inclusion.