



**BOROUGH OF HOMESTEAD
ALLEGHENY COUNTY, PENNSYLVANIA**

**Borough Manager
IMMEDIATE JOB OPENING**

Please send resume to: manager@homesteadborough.com

JOB TITLE:	Borough Manager
DEPARTMENT:	Administration
TERMS:	(1) Full-time (2) Salary position (3) Exempt position (4) At-will, non-union employee
SUPERVISION:	Borough Council

SUMMARY OF DUTIES

Performs high level administrative, technical and professional work in directing and supervising the administration of Borough government.

SUPERVISION RECEIVED

Works under the broad policy guidance of the Borough Council.

SUPERVISION EXERCISED

Exercises supervision over all uniformed & non-uniform employees (Administration, Code Enforcement, Parking, Public Works) either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Borough Manager acts as the chief administrative officer of the Borough and is Council's agent for interaction with the departments, the standing committees, the



boards and commissions. The Manager reports directly to the Homestead Borough Council.

Necessary Knowledge, Skills and Abilities:

Must have a minimum of 5 years' experience, knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.

Skilled at writing grant proposals.

Skill in preparing and administering municipal budgets.

Skill in planning, directing and administering municipal programs.

Skill in operating the listed tools and equipment.

Ability to prepare and analyze comprehensive reports.

Ability to carry out assigned projects to their completion.

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships with employees, municipal officials and the public.

Ability to efficiently and effectively administer a municipal government.

Ability to write, read, and speak the English language fluently.

Must be a United States citizen.



SPECIAL REQUIREMENTS

Must be able to be bonded up to \$500,000.

The job description does not constitute an employee agreement between the Borough of Homestead and the employee and is subject to change by the Borough of Homestead as the needs of the Borough and requirements of the job change.

SELECTION GUIDELINES

Formal application & resume; rating of education and experience; oral interview and reference check; job related tests may be required.

All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law