

Borough Manager - Verona Borough- Allegheny County- Full Time

The Borough of Verona, PA is seeking an innovative, and dynamic leader for the role of a Borough Manager. Verona has a population of 2,470, comprises an area of 0.53 square miles, and is conveniently located along the Allegheny River just 15 miles northeast of downtown Pittsburgh.

Verona Borough has a 7-member Borough Council and Mayor. The Manager will lead the administration of the Borough including oversight of all services, all budgetary activities, community development and planning, citizen communication and intergovernmental relationships. The Manager will supervise all Borough staff and contractual employees except for police.

The ideal Manager candidate will have demonstrated skills in municipal financial, personnel administration, and management; hands-on experience in municipal service delivery, planning/land use, community/economic development, and collective bargaining. This position requires strong analytical and computer skills, successful grant writing experience, knowledge of public procurement processes, and experience with community-focused comprehensive planning.

Candidates should be able to work independently and have strong strategic planning and critical thinking skills. Strong fiscal management expertise is required to continue Verona's sound fiscal position and growth. The candidate shall also demonstrate excellent communication skills with Council, staff and the community.

The ideal candidate will possess:

- At least 4 years of experience in local government administration, or any municipal managerial related position, or
- A combination of education in a closely related field and experience in local government.

A bachelor's degree in Public Administration, Business Administration, or any related field is required. Preference will be given for candidates with a master's degree. The candidate must pass a full background check and be bondable.

Salary will be based on relevant qualifications, experience, and education. A full benefits package is also offered.

Cover letter, resume, salary history and at least three (3) professional references shall be submitted by January 25, 2021 to: Borough Manager Search Committee, Borough of Verona, 736 East Railroad Avenue Verona, PA 15147 or via email to mforbeck@veronaborough.org.

The Borough of Verona is an Equal Opportunity Employer.