

Borough of West Homestead

JOB POSTING

West Homestead Borough

Seeking Full-Time Borough Manager

The Borough of West Homestead, Allegheny County, is seeking qualified applicants for the position of full-time Borough Manager. This highly visible, responsible position reports directly to the seven (7) member Borough Council. This position will be responsible for the development and administration of a \$2.8M budget and overseeing a staff of 6 full-time and 2 part-time employees. Candidates should possess a Bachelor of Science degree in Political Science, Public Administration/Business Operations, or a related field with an emphasis in Finance or Accounting. A minimum of three (3) years of experience or the equivalent of education and experience. Ideal candidates will be proactive and have experience in grant writing, preparation and administration of municipal budgets, and supervising personnel. Candidates must possess strong verbal and written communication skills, organizational skills, and must be detail oriented. Compensation DOQ. Full benefits come with this full-time position. Interested candidates should send a cover letter, resume, and three (3) references to the Borough of West Homestead, Attention: Donna McMichael, 456 West Eighth Avenue, West Homestead, Pennsylvania 15120 or email to donna.mcmichael@westhomesteadpa.com. Resumes and application materials will be accepted until February 28, 2024. West

**Homestead Borough is an
Equal Opportunity Employer.**