

ADVERTISEMENT FOR OAKMONT BOROUGH MANAGER

Full time position

June 15, 2009

Oakmont Borough, Allegheny County PA, a community of 7,000 is accepting applications for Borough Manager. Oakmont, chartered as a Council/Manager government, is a residential community of 1.57 square miles with well-established commercial, light industrial and office areas. This highly visible position reports directly to the Borough Council and is responsible for overall management of the Borough.

Managerial duties include municipal administration of \$3 million budget; oversight of 14 F/T employees and 32 P/T employees in areas including administration, finance, zoning, code enforcement, public works and responding to various resident inquiries.

Position requires a minimum of a Bachelor's Degree in public administration, accounting or finance-related field with at least 3 years progressively responsible local government experience. Successful candidate will have strong financial background, comprehensive understanding of PA municipal laws including zoning, public works, personnel issues, ability to work with other governmental agencies coupled with proficiency in Microsoft Office Suite and Quick Books applications. Individual must be an effective communicator with leadership ability and skill in promoting a positive image of the community. The Borough offers a comprehensive benefit package and competitive salary based on qualifications and experience.

Submit letter of interest, resume, 3 letters of reference and salary history to Borough Manager Search Committee, 767 Fifth Street, Oakmont PA 15139-1524. Application deadline is Tuesday, June 30, 2009 by 4 PM prevailing time.