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MILLVALE BOROUGH, ALLEGHENY COUNTY, PENNSYLVANIA BOROUGH MANAGER POSITION ANNOUNCEMENT

When is a borough a Neighborhood Community? The Borough of Millvale's identity answers this question. Millvale embodies community. It is about neighbors. It is home. The closeknit community of Millvale is not exclusive. In their love of community, its lifelong residents welcome new members to join their "family" in its heritage, culture and diversity. All of these are born in friendliness and deserving pride.

Millvale's government embodies and reflects this sense of community through its dynamic, "all in" Council. Council not only leads in delivering its services at a high level of quality to the public, it nurtures and partners with a wide and deep array of volunteer organizations and informal relationships to bolster services and outreach.

Situated along the Allegheny River in the North Hills of Allegheny County, Millvale is exactly at the County's geographic center. This positions it for easy access to amenities of the City of Pittsburgh and surrounding large scale shopping opportunities. Millvale's own business district is renowned for its great number and variety of offerings.

In 1999, Millvale established the non-profit, volunteer driven Millvale Community Development Corporation to focus on sustainable community growth. The MCDC has empowered the Millvale community to create its own future. It continues to energize its key initiatives: The Gardens of Millvale, the ever-popular Millvale Music Festival and the Tri-Boro Ecodistrict and focuses on many other events, projects and programs, such as the Business Association of Millvale, Be Our Neighbor, Millvale Pride, property development and Rivertown Kidz.

Residing in former residential lots obtained by the Borough, The Gardens of Millvale is community garden personified. It strives to create a food independent community through education, preservation, sustainability...and sharing its bounty.

The ever-popular Millvale Music Festival extends far beyond the town's boundaries. The high energy Festival typically offers over 300 acts at 28 locations and plenty of food offerings stationed throughout the Borough.

The Triboro Ecodistrict is a network that promotes coordinated sustainable community development throughout the Boroughs of Millvale, Etna and Sharpsburg. With over 10,000 residents combined, these Allegheny River communities are building on their strong collaborative



history to promote sustainable community development through the shared lenses of: Equity, Food, Water, Energy, Air Quality and Mobility.

The Millvale Ecodistrict sees its own future-looking vision through these six lenses. Millvale residents, businesses, government and community-based organizations all work collaboratively to turn this plan into reality. This effort is collegially led by the Borough of Millvale, Millvale Community Library, Millvale Community Development Corporation and vibrant community builder, New Sun Rising.

Millvale has an active Tree Committee which focuses on maintaining and expanding Millvale's treescape. The Committee selected the Black-Eyed Susan as the official Borough flower symbolizing the Borough's spirit, resilience, and respect for nature. In addition, Millvale has received a Bird Town Pennsylvania designation from the Audubon Society of Southwest Pennsylvania.

For a community of over 3300 residents, Millvale possesses a wide array of cultural and recreational gems, including several treed and landscaped parklets and playgrounds. Nestled between State Route 28 and the Allegheny River, and envied by its riverfront neighbors, lies Millvale's lovely Riverfront Park and Trail. It provides easy access to Pittsburgh's North Shore, PNC Park and Acrisure Stadium. It's also a 5-minute walk from Millvale's business district. Riverfront Park is replete with a pavilion accommodating up to 200 people, Millvale's 1.7 mile segment of the very popular, paved Allegheny bike and walking trail and other park amenities. Privately owned and operated Millvale Marina is located at its entrance. The Three Rivers Rowing Association is among the many non-profit partners of the Borough.

The Millvale Community Library opened its doors in 2013 from the ground up by a team of hard-working volunteers. Many of its volunteers are Millvale residents, whose generosity and tenacity keep the library moving and growing today. The Library is an amazing powerhouse of local involvement and offerings. The Library team works collaboratively with individuals and agencies to provide dynamic programming to patrons. Its programs target what is good for the environment, economy, and the people it serves. The Library invites insights and support from the entire country to continue to provide exceptional space to learn and come together.

The Borough's 2026 General Fund Budget of \$4,891,495 prudently addresses a need for additional tax revenue and continues to pragmatically support Borough Administrative, Public Works, Police and Fire, Code Enforcement, Library and Recreation operations. The Police Department of nine (9) full-time officers, including its Chief of Police, one sergeant and a school resource officer whose salary is paid by the Shaler Area School District, of which Millvale is a member. A civilian Community Social Worker is a member of the Borough staff. The Public Works Department (DPW), consisting of five (5) full-time employees tackles the usual assortment of tasks, while its Supervisor is also acting as Millvale's interim Manager. Building and Property Maintenance Code Enforcement, staffed by two full-time employees and one part-time employee, is of high importance. The 22-member Millvale VFD provides superb fire and river rescue services.

Girty's Run Joint Sewer Authority and Alcosan provide sewerage service to Millvale. Residents and property owners are billed by the Borough for its cost of this service. The four member communities of the Girty's Run Authority each appoint two members to serve on the Authority's Board. The Sewer Fund is budgeted at \$1,723,000.

To help sustain the symbiosis of community and governance, Millvale seeks a Borough Manager, who as the chief administrative and financial officer of the Borough, enthusiastically shares Millvale's creative energy in the oversight of day-to-day operations in. Working with the full support of the governing body, Council expects the Manager to be particularly self-driven, passionate about public service, personable, trustworthy, organized, collaborative, able to set priorities and a good communicator.

The next Manager will exude a positive attitude and be committed to ethical, open, and transparent government. The Manager will have strong administrative leadership and sound financial management capacity to effectively and consistently carry out Board policies. The Manager will initiate preparation and implementation of the Borough budget and work with the Council Finance Committee and Borough Treasurer to submit the annual budget for Council review and adoption. The Manager must have the knowledge and experience to prepare and oversee the Board agenda and perform regular and end of year financial reporting. The Manager is responsible for human resources, collective bargaining, grant administration, and contract management. The Manager oversees citizen communication efforts, including printed material, website and social media activities. The Manager acts as the Borough's Right to Know Officer.

Requirements for this position include:

- Understanding of Pennsylvania municipal laws.
- Familiarity with the Pennsylvania Borough Code
- Demonstrated relevant municipal managerial and financial management experience to the Council of at least five (5) or more years as a Municipal Manager or Assistant Manager, Finance Director or Department Director, or a combination of these; OR similar not-for-profit executive and administrative experience; OR business experience deemed similar and relevant by the council. The Council may modify this requirement at its sole discretion.
- Possession of a bachelor's degree in Public or Business Administration or related field acceptable to the Council, from an accredited college or university. The Council may deem that a relevant master's degree may substitute for one year's management and administrative experience at its discretion.
- Evidence of understanding of, participation in and collaboration with regional governments and with non-profit organizations is a plus.

Candidates selected for interview(s) should examine Millvale's website, familiarize themselves with Part I Chapter 34 (Officers and Employees) of the Borough's Codified Ordinances and the Manager's job description.

Salary range of \$80,000-\$90,000 based upon experience and qualifications as determined by Council; excellent benefits, including municipally funded Defined Contribution Pension Plan and medical, dental and vision insurance coverage; and a 457 Deferred Compensation Plan.

Interested candidates should submit 1) a letter of interest, 2) resume, 3) three (3) professional references, 4) expected salary and 5) contact information to: <https://publicpartners.applytojob.com/>

The successful candidate will be required to undergo a background check and be bondable in the amount determined by the Board. Resumes and accompanying materials will be accepted until the position is filled.

Millvale Borough is an Equal Opportunity Employer.