

MONROEVILLE NOW

Announcement for the Position of Municipal Manager for the Home Rule Municipality of Monroeville, PA

It is obvious that history is made over time. It is no exception that municipal governance has also evolved generally. Each municipality has its own personality. What Monroeville is now, and what it looks for in its next Municipal Manager, is an exciting opportunity to be an integral part of a dynamic community and its local government.

Monroeville looks and feels like a “suburban city”, with its well-achieved balance of residential neighborhoods, professional business, medical and institutional districts located about 13 miles east of Pittsburgh with a population of about 30,000. Its renowned retail shopping and dining are equally varied and inviting.

Monroeville’s many business and institutional relationships run deep and wide. Its Visitor Convention Bureau Board governs and operates the Monroeville Convention Center, hosting a variety of events annually. Its Chamber of Commerce touts its synergy: representing, training, and attracting members to a thriving, “like-minded premier” business community. Large scale medical facilities operated by University of Pittsburgh Medical Center East and Allegheny Health Network (AHN) provide quality health care beyond Monroeville’s borders. Monroeville is a cornerstone of the Turtle Creek Valley Council of Governments, which counts regional stormwater management and a land bank that repurposes blighted or at-risk properties to productive use among its many initiatives. The Monroeville Foundation partnership collaborates with the Municipality to host events such as Community Day, which incorporates a 5K Walk/Run for Your Life a Classic Car Cruise, Annual Golf Event, Jazz Festival and the Pumpkin Race.

Monroeville residents and visitors enjoy a 240 acre recreation infrastructure and robust program, which features signature youth sport tournaments at their sports complexes. Seventeen (17) municipal parks range from the neighborhood level to the 66-acre Monroeville Community Park complex which sports 14 soccer fields, five baseball/softball fields, 6 pickleball courts, 2 basketball and 2 volleyball courts, a hiking trail, four play areas with adaptive swings, gardens, five picnic shelters with 125 acres recently acquired. Other facilities offer 6 additional baseball fields, 9 picnic pavilions, 16 children’s play areas, 14 basketball courts, 6 deck hockey courts, 7 volleyball courts, and 21+ hiking trails in neighborhood parks. Over 400 acres of land owned by Monroeville remain in a passive state.

Monroeville exudes diversity in its business, residential and institutional communities. This stems in part from the Municipality's offering of varied housing styles and small to large-scale businesses. Not-for-profit and faith communities abound, demonstrating the community's harmonious multicultural nature. Monroeville's Senior Center, with its 5000 members and 72,000 annual visits, is a rousing success story dating back to its 1980 opening.

Who and what helps to drive this success today? It is the positive, engaged, and knowledgeable governing body, whose singular goal is to be the best Monroeville can be internally and externally. This community-first seven (7) member Council and Mayor consider themselves a "room of equals". Their selflessness is evident in their approach to governing and their philosophy of "letting the Manager manage." The Manager in turn is charged with overseeing operations, making recommendations for the betterment of the Municipality, and setting an example under which employees will thrive. Monroeville's Mayor and Council and Manager take note that the Charter amendment which established that "No individual who has served two (2) consecutive terms shall be eligible for a new term of office until the individual has been absent from office for a full four (4) year term" significantly drives Monroeville's stability, freshness, and success.

The Mayor and Council expect Monroeville's next Manager to employ and consistently demonstrate:

- Enthusiasm for public service; a strong work ethic which encompasses the role of recommending policy initiatives and carrying out decisions of Council.
- A positive, approachable, energetic attitude; creativity; excellent time management; priority and goal setting and personal accountability; willingness to learn or develop areas that may be unique to the Municipality.
- Excellent verbal/written communication skills; be and remain current in technology; ability to relate well to staff, residents, current and prospective business owners and operators, visitors, institutions and other government and not-for-profit officials.
- Sound ability to obtain input and oversee preparation and management of the annual budget, short and long-term operational and capital planning and projects and contract performance.
- Leadership skills, knowledge, and experience to manage and oversee the Board's agenda, administration, finance, human resources, collective bargaining, citizen communications; strength in planning, zoning, and community development; building inspection and code enforcement; police; public works; parks and recreation; in-house solid waste and recycling service; ability to sustain the ongoing excellent relationship with five (5) volunteer fire companies.
- Integrity, consistency, an even-tempered and collaborative nature, decisiveness.

Specific expectations and initiatives determined by the Mayor and Council may be discussed with candidates who are interviewed.

Monroeville's government is full-service, except for the provision of water and sewerage service by its Municipal Authority in a close relationship with Council and the Management team. Several services and facilities in Monroeville's government are unique. Monroeville operates its own Public Safety Training Center and animal control service and shelter. It has its own broadcast cable channel, TV studio, and equipment. It retains local dispatch service on a ringdown basis. Monroeville collects refuse and recycling in house, which is not separately billed.

Monroeville's 2023 General Fund Budget is \$36.6 million, its Pollution Control and Flood Reduction Fund is \$3.3 million and Liquid Fuels Fund is \$816,786. Its three largest revenues, the Real Estate Tax (\$9.1 million), Earned income Tax (\$8 million) and Mercantile and Business Privilege Tax (\$8 million) provide an excellent balance of revenues received. The community is budgeted to be served by 167 full-time (FT) and 68 part-time (PT) employees. Fifteen (15) serve in General government, 50 FT in the Police Department (48 sworn), nine (9) FT/4 PT in Emergency Communications, five (5) in Fire, Building and Code Enforcement, 55 FT/5 PT in Public Works and 33 FT/48 PT in Human Services, which includes Recreation and Parks, its Human Service Program, Leisure Learning, Planning and Zoning, Engineering, Traffic Signals, Senior Citizen Center, Public Library and Municipal Television. The Manager appoints all employees, department heads with Council consent. Monroeville's renowned fire service remains all-volunteer and operates the Municipality's Emergency Medical Service.

Requirements for this position include:

- Understanding of Pennsylvania municipal laws.
- Familiarity with the Monroeville Home Rule Charter, particularly sections relating to the Manager.
- Demonstrated relevant executive and administrative experience, which shall include at least eight (8) or more years as a Manager or Assistant Manager, or a combination thereof of a similar size and composed Municipality.
- The Manager shall have a Bachelor's Degree, a Master's Degree is preferred, in Public or Business Administration or related field acceptable to the Mayor and Council from an accredited college or university.
- Understanding of and participation in regional governance and offering of services such as through the Turtle Creek Valley Council of Governments, not for profits and business associations.

Interested applicants should submit 1) a letter of interest, 2) resume, 3) three (3) professional references, 4) expected salary range and 5) contact information to: **employment@publicpartnersofpa.com**

Candidates selected for interview should familiarize themselves with Monroeville's Home Rule Charter, paying particular attention to areas concerning the Manager position, website, and by clicking on this internally [produced informational video](#), *Monroeville Now*.

****Monroeville's Home Rule Charter currently requires that the Manager reside in Monroeville within one (1) year of appointment. A Charter amendment referendum will appear on the November 7, 2023 ballot that could eliminate this requirement. The current Manager has announced a retirement date for Monroeville's January 2024 reorganization meeting.****

Competitive salary/excellent benefits.

Resumes and accompanying materials will be accepted until the position is filled.

The Municipality of Monroeville is an Equal Opportunity Employer.