



Borough of Green Tree

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JOB POSTING

Borough Manager

Borough of Green Tree, Allegheny County, Pennsylvania

The Borough of Green Tree seeks an experienced municipal executive to serve as its next Borough Manager. This role offers the opportunity to lead a well-managed Home Rule community located minutes from downtown Pittsburgh.

Green Tree values responsive government, responsible financial management, and strong public services. The next Borough Manager will guide daily operations, support the Borough Council, and lead the continued progress of the community.

The Community

Green Tree Borough is a stable and engaged community in Allegheny County in the Pittsburgh metropolitan region. The Borough offers established neighborhoods, active local businesses, convenient regional access, and strong community engagement. Residents value responsive local government, well maintained public assets, and thoughtful long term planning.

The community is served by the Keystone Oaks School District, which contributes to the Borough's strong quality of life.

The Borough maintains a full service municipal operation with approximately 24 full time employees, 19 part time employees, and seasonal staff. Municipal departments include administration, finance, public works, planning and code enforcement, and recreation. The Police Department operates under the authority of the Mayor.

Green Tree manages an annual operating and capital budget exceeding approximately \$6 million and maintains a strong focus

on fiscal responsibility, infrastructure investment, and high quality municipal services.

Position Overview

The Borough Manager serves as Chief Administrative Officer and leads the administration of Borough operations under the direction of Borough Council.

Key responsibilities involve:

- Leading daily municipal operations and supervising department leadership
- Preparing and administering the annual operating and capital budgets
- Maintaining strong fiscal oversight and financial planning
- Preparing Council agendas, reports, and policy recommendations
- Overseeing personnel administration, procurement, and contract management
- Coordinating capital improvement projects and infrastructure initiatives
- Ensuring enforcement of Borough ordinances and applicable laws
- Representing the Borough in regional and intergovernmental matters
- Responding to resident concerns and supporting high quality municipal services

The successful candidate will provide strong organizational leadership, maintain productive relationships with residents and businesses, and support transparent and responsive local government.

Qualifications

Minimum Requirements:

- Bachelor's degree in public administration, planning, engineering, or related field
- Minimum five years of municipal management or comparable leadership experience
- Demonstrated experience in budgeting, purchasing, and personnel administration
- Eligibility for bonding as required by code

Preferred

- Master's degree in public administration or related field
- Professional accreditation such as ICMA or APMM

Compensation

Green Tree Borough offers a salary range of \$120,000 to \$140,000 based on qualifications and experience, along with a comprehensive benefits package.

Application Process

This position is open until filled. The Borough reserves the right to hire when a qualified candidate meets the needs of the organization.

Submit a cover letter, résumé, and three professional references electronically to: aglunt@greentreeboro.com

Green Tree Borough is an Equal Opportunity Employer.