

# SCHWENKSVILLE PENNSYLVANIA

**BOROUGH MANAGER**





# THE COMMUNITY

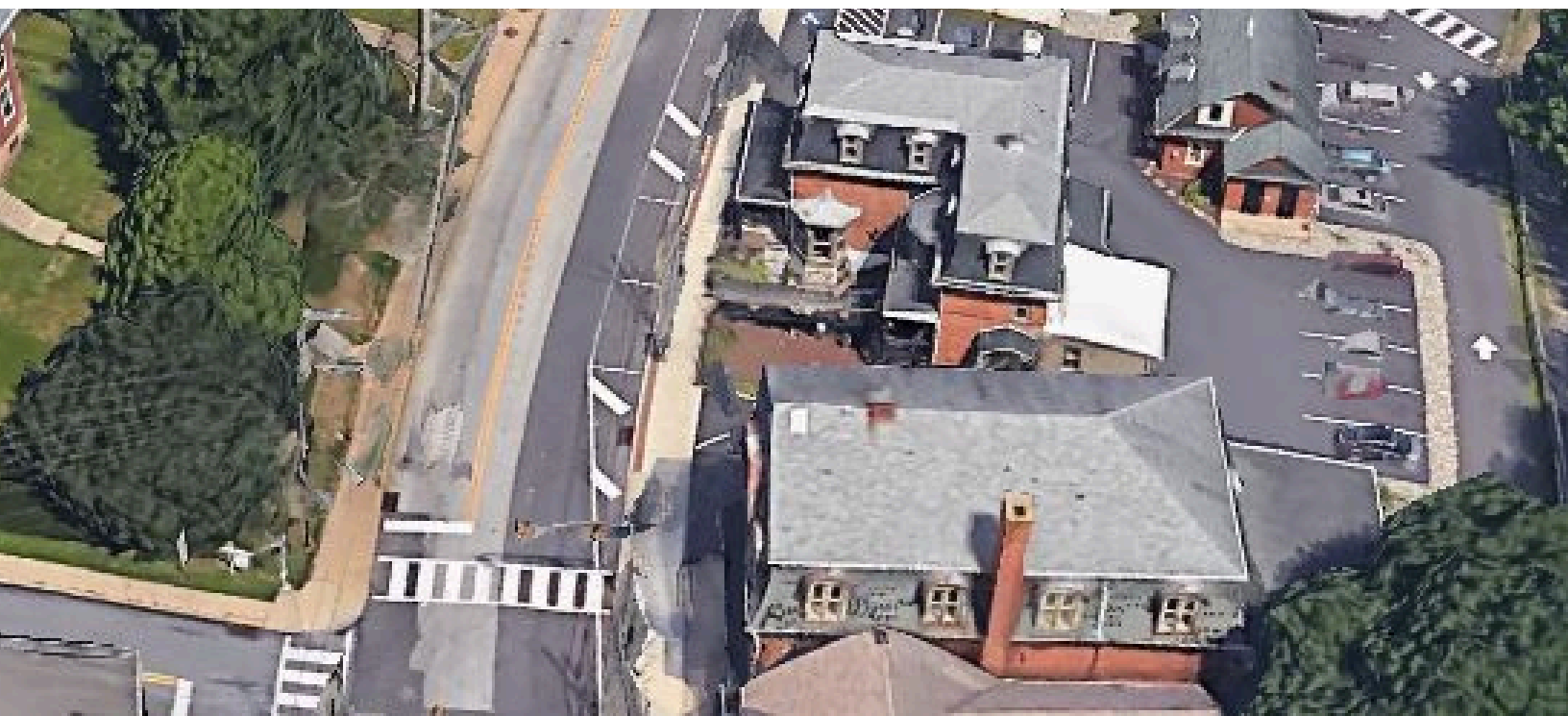
**The Borough of Schwenksville is located in the scenic Perkiomen Valley of Western Montgomery County, Pennsylvania. This area was originally settled in the late 17th century. The Borough itself was incorporated on April 6, 1903, and is approximately 0.55 square miles in area. The Borough was originally part of Perkiomen Township and home to the first copper mine in Pennsylvania. Ice harvesting was a major industry in the area. Several large icehouses were located along the Perkiomen Creek, and ice was regularly shipped to Philadelphia. The foundation of one icehouse still exists in current day Meadow Park. Mills devoted to grain and textiles were also very prominent which is evident by the existing historic structures. Being situated along the Perkiomen Creek made the Borough a great summer resort community during its early existence. Today the Borough is a residential community with approximately 1,300 residents. Commercial and industrial businesses are located along the Main Street corridor. An elementary school, library, post office, and a 6.47 acre park (Meadow Park) along the Perkiomen Creek are local resources.**

**Schwenksville is considered a gateway community to the Perkiomen Trail, providing access to the trail from Main Street at multiple locations and shared Trail and Park parking at 300 Main Street. The Borough also maintains a small trail head at the Route 73 Bridge crossing. The Perkiomen Trail provides a wonderful recreational opportunity for the area and conveys hundreds of visitors through Schwenksville on a daily basis.**

# THE POSITION

**The Borough Manager is the chief administrative officer of the Borough and has control over municipal functions. The Manager supervises the only other Borough employee, the Borough Secretary/Treasurer. Financial and administrative tasks are handled by the staff while most other functions are outsourced. The local municipal authority provides road, facilities, and infrastructure maintenance. Zoning and code enforcement are handled by third parties but may be addressed by the manager if qualified. Police coverage is provided by the State Police.**

**The Borough of Schwenksville is governed by a five-member Council elected at-large and a Mayor. The Mayor is also elected at-large but has limited powers. The Borough Manager reports to the Borough Council. The council has a mix of experienced and junior members. Most votes are unanimous and the council works together in a civil and productive manner.**



# CHALLENGES AND OPPORTUNITIES

**The finances of the borough are stable, but with small margins. The manager will have to ensure that the budget is able to support the operations of the borough over the long term and find creative ways to keep expenses to a minimum. This is a challenge with a small tax base, but certainly manageable with proper financial planning.**

**Grants are a key component of the borough's ability to improve infrastructure. There are several recurring grants the borough has been successful in obtaining but there is an opportunity to look for additional grant opportunities to match up with the capital needs of the community. Keeping the borough a safe place for pedestrians is a key focus and part of what makes Schwenksville a gateway to the local trail system**



# THE IDEAL CANDIDATE

**Schwenksville needs a manager who has a hands-on approach. With only one other staff member, there isn't an opportunity to delegate work or act as an administrator. As a small borough, the manager will need to be involved in all aspects of municipal management. While we don't expect the next manager to know everything, they should be comfortable with grant application and management, overseeing projects, and code enforcement. Previous experience with finance, budgeting, technology, and public communication is important.**

**A bachelor's degree is desired but equivalent experience is acceptable as well. Previous experience in municipal government is strongly preferred. Assistant Township/Borough Managers, department heads, and other experienced municipal administrators that are ready to take the next step in their career are a great fit for this role.**

**The previous manager left on good terms to become the Township Manager of a larger community**



# HOW TO APPLY

Cover letters and resumes should be sent to Gregg Schuster at [Gregg@imperiumconsultingllc.com](mailto:Gregg@imperiumconsultingllc.com) by 10/25/24. Any questions about the position or process can be directed to Gregg Schuster at (570) 977-0605 or [Gregg@imperiumconsultingllc.com](mailto:Gregg@imperiumconsultingllc.com).

Qualified candidates will have an initial discussion about the position with the recruiter. We will not ask you to complete any type of questionnaire or do a recorded interview as we believe that having live conversations with people is most productive. Those selected for an interview will first meet with a subcommittee of three Borough Council members. Finalists will meet with the Mayor and the entire Borough Council. Once a match is made and negotiations are completed, the selected candidate will have a background check prior to employment.

The expected minimum salary is in the mid \$90,000 range with flexibility based on overall compensation package needs.

## RESOURCES

Borough Website - [www.schwenksville-pa.org](http://www.schwenksville-pa.org)

Schwenksville Borough Authority - [www.sbawspa.org](http://www.sbawspa.org)

Perkiomen Valley School District - [www.pvsd.org](http://www.pvsd.org)

Perkiomen Valley Library - [www.pvlibrary.net](http://www.pvlibrary.net)

Perkiomen Watershed Conservancy - [www.perkiomenwatershed.org](http://www.perkiomenwatershed.org)

Lower Frederick Fire Company - [www.lffc52.org](http://www.lffc52.org)

## CONTACT

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