

McCANDLESS TOWN HALL



**Shape the future of McCandless – join us as our next:**

# ASSISTANT TOWN MANAGER



Are you a dynamic, forward-thinking leader ready to make a lasting impact on a thriving community? The Town of McCandless is seeking a highly motivated Assistant Town Manager to join our leadership team and help drive strategic initiatives that enhance the quality of life for our residents.

Reporting directly to the Town Manager, this key executive role offers the opportunity to lead high-impact projects, guide internal operations, and serve as a trusted advisor to Town leadership. You'll play a central role in shaping policy, fostering interdepartmental collaboration, and ensuring efficient, people-centered governance. As the Town's Personnel Officer, you'll oversee Human Resources operations, champion employee development, and support a positive and productive workplace culture.

In this highly visible position, you'll directly oversee a number of departments in the Town, working closely with Department Heads in a team-oriented environment to identify and implement innovative strategies that support the Town's goals.

This is more than just a management role — it's an opportunity to step into a community leadership position with real influence. You'll also serve as Acting Town Manager when needed, offering a unique platform for professional growth and leadership development. Evening meetings and occasional extended hours are part of the rhythm of the role, but so is the reward of making a tangible difference in a well-run, forward-moving community.

# ABOUT OUR COMMUNITY

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**28,457 residents**



**80 person Town Staff**



**\$19.8 million General Fund Budget**



**115 miles of DPW maintained Town Roads**



**Home Rule Charter Municipality**



**Emergency services include 30 person police department and three volunteer fire departments**

Chartered in 1851, McCandless is located in the northern part of Allegheny County. McCandless has convenient access to I-79 and is just 15 minutes from the PA Turnpike. Both Route 19 and McKnight Road act as main arteries through the Town, giving residents easy access to shopping, restaurants, and wonderful neighborhoods.

With just under 30,000 residents, McCandless is the 5<sup>th</sup> largest municipality in the Allegheny County. Major community features include North Park for recreation and events, in addition to the Town's five Parks, UPMC Passavant and AHN McCandless Neighborhood hospitals for convenient healthcare and La Roche University and CCAC have campuses for first class educational opportunities. North Allegheny School District serves residents as the public school system and is frequently ranked in the top 10 school districts in the Pittsburgh metro area according to U.S. News & World Report.





# THE CANDIDATE

1

**Preferred Qualification:** Master's Degree in Public Administration, Business Administration, Human Resources or a related field **and** three years of relevant supervisory experience in a municipal government, business or non-profit at the level of department head or greater **OR**

Bachelor's Degree in Public Administration, Business Administration, Human Resources or a related field **and** five years of relevant supervisory experience in a municipal government, business or non-profit at the level of department head or greater.

2

Possess a current valid PA driver's license, PA Child Abuse History Clearance, and U.S. Citizenship.

3

Must possess the ability to demonstrate effective leadership and good decision-making skills using initiative, discretion, and judgment within established procedures, guidelines, and rules.

4

Thorough knowledge of rules and regulations governing the over-all administration of a municipal organization, as well as knowledge of human resources concepts, laws, and practices.

5

Skill in managing situations requiring diplomacy, fairness, firmness, and sound judgment and thorough knowledge of supervisory methods and techniques.

6

Ability to manage multiple projects and thrive in a high-performing environment using skills in planning, directing and administering municipal programs.

## SALARY & BENEFITS



### Expected Salary Range

\$105,000-\$125,000



### Health Benefits

MBS Comprehensive Health, Dental and Vision Insurance



### Paid Leave

Paid time off including 3 weeks vacation, personal days and sick days



### Life Insurance

Basic Life, AD-D and LTD up to one year's earnings



### Retirement

401a Defined Contribution Pension with Town match



### Additional Benefits:

Membership to ICMA, APMM and others;  
Professional development training and conferences



# HOW TO APPLY



## Contact Us

[townmanager@townofmccandless.org](mailto:townmanager@townofmccandless.org)



## Our Website

[www.townofmccandless.org](http://www.townofmccandless.org)

Interested candidates should submit a cover letter, resume and four professional references in a single PDF document to [townmanager@townofmccandless.org](mailto:townmanager@townofmccandless.org). The complete job description can be found by clicking [here](#). The deadline for first review of resumes is November 3, 2025 and will continue until the position is filled.

The Town of McCandless is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on competence, performance, and business needs. The Town of McCandless does not discriminate on the basis of race, color, religion, marital status, gender, national origin, ancestry, age, physical or mental disability, pregnancy, genetic information, veteran status, or any other status protected under federal, state, or local law.

