CITY MANAGER RECRUITMENT PROFILE

City of Meadville, Pennsylvania

POSITION INFORMATION

Job Title: City Manager

Department: Administration

Reports To: City Council

Supervises: All City Departments

Salary Range: $100,000 - $130,000 DOQ (Dependent Upon Qualifications)

Employment Status: Full-Time

FLSA Status: Exempt

Work Schedule: Generally Monday through Friday, 8:30 a.m. to 4:30 p.m., with regular evening meetings, community events, emergency response responsibilities, and additional hours as necessary to fulfill the duties of the position.

Work Hours: 80 hours per pay period and as needed.

Bond Requirement: Must be eligible to obtain and maintain bonding as required by the City.

Collective Bargaining Unit: None

POSITION SUMMARY

The City of Meadville is a Pennsylvania Third Class City operating under an Optional Charter and Council-Manager form of government. Appointed by and accountable to City Council, the City Manager serves as the City's Chief Administrative Officer and is responsible for the administration of municipal operations, implementation of Council policies and priorities, management of personnel and financial resources, and oversight of municipal service delivery.

The City seeks an experienced and collaborative local government professional with demonstrated expertise in municipal administration, financial management, personnel leadership, labor relations, and strategic planning. The successful candidate will provide organizational leadership, support effective governance, build productive relationships with employees and community partners, and ensure the City is well-positioned to address current opportunities and future challenges.

COMMUNITY PROFILE

With a population of approximately 13,000 residents, Meadville serves as the county seat of Crawford County and a regional center for government, education, healthcare, culture, and industry. The community is home to Allegheny College, Meadville Medical Center, and Channellock, institutions that contribute significantly to the area's economy and quality of life.

Meadville offers a blend of historic character, cultural amenities, and recreational opportunities. Community assets include a walkable downtown, the historic Academy Theatre, and the Meadville Market House. Residents and visitors enjoy year-round recreation opportunities, including French Creek, local parks and trail systems, and the Meadville Area Recreation Complex (MARC), which features an indoor swimming pool and ice arena.

Supported by dedicated employees, engaged residents, and strong community partnerships, Meadville is a community that values collaboration, practical problem-solving, and continuous improvement. The next City Manager will have the opportunity to work with City Council, staff, and community stakeholders to address key priorities and help guide the City's future.

CURRENT OPPORTUNITIES AND PRIORITIES

The next City Manager will have a unique opportunity to help guide Meadville through an important period of organizational and community development. Working closely with City Council, employees, residents, businesses, and community partners, the successful candidate will play a key role in addressing several strategic priorities:

- Strengthening the City's long-term financial sustainability.
- Maintaining high-quality municipal services while responsibly managing limited resources.
- Supporting professional development, employee retention, recruitment, and succession planning of City staff.
- Continuing efforts to improve communication, collaboration, and organizational effectiveness across City departments.
- Strengthening communication and trust among City Council, employees, and the public.
- Advancing housing and neighborhood revitalization and blight reduction initiatives.
- Supporting economic development opportunities that expand the City's tax base and strengthen the local economy.
- Planning for and investing in critical infrastructure and capital improvements.
- Building strong partnerships with local governments, educational institutions, nonprofit organizations, businesses, and regional stakeholders.
- Translating Council priorities into measurable outcomes and successful project implementation.

ESSENTIAL FUNCTIONS

Organizational Leadership and Administration

- Direct, coordinate, and oversee all municipal operations, departments, programs, and services.
- Provide leadership, guidance, and support to department heads and City staff.
- Ensure City operations are conducted efficiently, effectively, and in accordance with Pennsylvania law, City Council policies, and industry best practice.
- Implement organizational improvements that enhance efficiency, accountability, communication, and service delivery.
- Establish management expectations, performance standards, and accountability measures throughout the organization.
- Promote a culture of professionalism, respect, teamwork, innovation, customer service, and continuous improvement.
- Provide leadership during emergencies, critical incidents, and other situations affecting municipal operations.
- Provide administrative oversight of City administrative functions, including serving as or supervising the City Clerk and Right-to-Know Officer.

Personnel Administration and Professional Development

- Supervise, mentor, develop, and evaluate department heads and key management personnel.
- Direct personnel administration activities including recruitment, retention, employee engagement, succession planning, performance management, and professional development.
- Foster a positive workplace culture that emphasizes communication, accountability, professionalism, and employee growth.
- Promote collaboration among departments and facilitate effective internal communication.
- Address workforce planning needs to ensure continuity of services and organizational effectiveness.
- Institute personnel policies and organizational improvements as appropriate.

Labor Relations

- Participate in and oversee collective bargaining negotiations.
- Administer labor agreements and assist with contract interpretation and implementation.
- Foster productive labor-management relationships.
- Work collaboratively with bargaining units while protecting the City's operational and financial interests.
- Advise City Council regarding labor relations matters and workforce-related issues.

Financial Administration and Fiscal Sustainability

- Prepare and administer the City's annual operating and capital budgets.
- Provide City Council with accurate financial information, forecasts, recommendations, and analysis.
- Develop long-range financial strategies that support organizational sustainability.
- Monitor revenues, expenditures, debt obligations, pension obligations, and financial trends.
- Identify opportunities for operational efficiencies, cost savings, and responsible resource allocation.
- Oversee purchasing, financial controls, risk management, and budget implementation.
- Pursue grant opportunities and external funding sources that align with City priorities and long-term objectives.

Economic Development, Redevelopment, and Community Investment

- Support initiatives that strengthen the local economy and expand the City's tax base.
- Collaborate with businesses, developers, nonprofit organizations, educational institutions, and governmental partners.
- Advance redevelopment initiatives, neighborhood revitalization efforts, housing development, and blight reduction strategies.
- Represent the City in economic development and redevelopment initiatives throughout the region.

Strategic Planning and Project Implementation

- Work with City Council to establish organizational goals and community priorities.
- Translate Council priorities into actionable work plans and measurable outcomes.
- Ensure major projects move efficiently from planning to implementation and completion.
- Oversee capital improvement planning and infrastructure investment initiatives.
- Coordinate grant-funded projects and major organizational initiatives.
- Monitor project schedules, budgets, and outcomes and provide regular updates to Council.
- Assist Council in establishing long-term goals and strategic priorities.

Council Relations, Public Communication, and Intergovernmental Affairs

- Serve as the principal advisor to City Council on operational, financial, personnel, and policy matters.
- Maintain open, honest, and professional communication with City Council.
- Prepare agendas, reports, recommendations, and supporting materials for Council meetings.
- Keep Council informed of emerging issues, organizational performance, challenges, and opportunities.
- Represent the City before local, regional, state, and federal agencies.
- Communicate effectively with residents, businesses, community organizations, and the media.
- Promote transparency, responsiveness, and public confidence in local government.

REQUIRED QUALIFICATIONS

Candidates must possess:

- A Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Finance, Public Policy, Political Science, Economics, Urban Planning, or a closely related field.
- A minimum of five (5) years of progressively responsible management experience in local government, county government, public administration, economic development, nonprofit leadership, business administration, or a related field.
- A minimum of three (3) years of experience supervising professional staff, department leaders, or organizational teams.
- Demonstrated experience leading personnel, managing organizational performance, and developing productive workplace cultures.
- Demonstrated experience preparing, administering, and managing operating and capital budgets.
- Demonstrated experience communicating effectively with elected officials, employees, business leaders, community organizations, and the public.
- Demonstrated ability to build productive working relationships while maintaining accountability, professional objectivity, and organizational effectiveness.
- Experience working directly with elected officials, governing boards, commissions, or similar policy-making bodies.
- Strong written, verbal, interpersonal, and public presentation skills.
- Demonstrated ability to analyze complex issues, develop practical solutions, and implement recommendations.
- Possession of a valid driver's license.
- Ability to obtain and maintain bonding as required by the City.
- The City Manager is expected to establish residency within the City of Meadville within six (6) months of hire. A waiver of the residency requirement may be granted by an affirmative vote of at least four (4) of the five (5) members of City Council, allowing the City Manager to reside outside the city limits.
- Must be willing and able to serve as the City's designated City Clerk and Right-to-Know Officer and perform all duties required under applicable Pennsylvania law.
- Eligible for membership or associate membership of the Association for PA Municipal Managers (APMM) and the International City/County Managers Association (ICMA) or successor organizations.

PREFERRED QUALIFICATIONS

Preference will be given to candidates possessing one or more of the following:

- Master's Degree in Public Administration (MPA), Business Administration (MBA), Finance, Public Policy, Urban Planning, or a related field.
- Previous service as a City Manager, Borough Manager, Township Manager, Assistant Manager, County Administrator, Department Director, or equivalent executive leadership position.
- Experience in Pennsylvania municipal government.
- Experience leading organizations through financial challenges, workforce transitions, organizational change, or restructuring efforts.
- Experience with collective bargaining, labor negotiations, grievance administration, and labor agreement implementation.
- Experience overseeing public safety, public works, utilities, infrastructure, transportation, or other municipal operations.
- Experience with long-range financial planning, pension administration, capital improvement planning, and debt management.
- Experience securing and administering state, federal, and private grant funding.
- Experience with housing initiatives, redevelopment projects, neighborhood revitalization efforts, downtown development, or economic development programs.
- Experience working with developers, nonprofit organizations, regional partners, and public-private partnerships.
- Experience managing major construction projects, infrastructure improvements, or multi-department initiatives.
- Experience communicating complex financial, personnel, operational, or policy issues to elected officials and the public in a clear and understandable manner.
- Knowledge of Pennsylvania municipal law, labor relations, budgeting, personnel administration, and economic development practices.

COMPENSATION AND BENEFITS

The City of Meadville offers a competitive salary range of $100,000 to $130,000, commensurate with qualifications and experience, plus a comprehensive benefits package.

APPLICATION PROCESS & REQUIRED MATERIALS

Applicants must submit the following:

1. Cover Letter (Maximum Two Pages)

Please address the following:

- Experience managing municipal finances and strengthening long-term financial sustainability.
- Experience advancing housing, redevelopment, revitalization, economic development, or tax base growth initiatives.
- Experience leading employees, managing organizational change, workforce development, and labor relations.
- Experience working with elected officials, building partnerships, and communicating with diverse stakeholders.
- Interest in serving as Meadville's next City Manager.

2. Professional Resume

Include employment history, educational background, certifications, professional affiliations, and significant accomplishments relevant to municipal leadership.

3. Professional References

Provide contact information for three to five professional references, including current or former supervisors whenever possible.

Submission Instructions

Submit all application materials electronically to:

- **Darla Boca, Interim City Clerk** at **dboca@cityofmeadville.org**
- **Subject Line:** City Manager Application - [Applicant Name]
- **Application Deadline:** January 11, 2027
- **Early Applications:** Applications received by December 7, 2026 will receive first consideration.

EQUAL OPPORTUNITY EMPLOYER

The City of Meadville is an Equal Opportunity Employer and encourages applications from qualified candidates regardless of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable law.