

Assistant City Administrator /Authority & Grants Manager

City of Pottsville, Pennsylvania

Position Summary

The City of Pottsville is seeking a dynamic, highly organized, and entrepreneurial professional to serve in a newly created hybrid leadership position combining municipal administration, authority management, economic development coordination, and grant administration.

This innovative role is designed to maximize efficiency and regional collaboration by centralizing several professional functions into one strategic position whose cost may be shared among multiple entities, including the City of Pottsville, Pottsville Parking Authority, and Pottsville Redevelopment Authority.

The Assistant City Administrator will assist with day-to-day municipal operations while simultaneously serving as:

- Executive Director/Manager of the Parking Authority
- Executive Director/Manager of the Redevelopment Authority
- Lead Grant Writer and Grant Administrator
- Administrator of all Community Development Block Grant (CDBG) funding and compliance activities

The position is intended to improve coordination among agencies, increase grant capacity, accelerate redevelopment initiatives, modernize authority operations, and create long-term financial efficiencies.

Compensation

- **Total Compensation Package:** Estimated between \$70,000 – \$90,000, inclusive of salary and benefits
 - Potential shared-cost structure among participating entities
 - Benefits may include healthcare contribution, retirement participation, paid leave, mileage reimbursement, professional development, and related employment benefits depending on final organizational structure
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Reporting Relationship

The Assistant City Administrator shall report directly to the City Administrator. The position works collaboratively with the City Council, Pottsville Parking Authority Board, the Pottsville Redevelopment Authority Board, department directors, consultants, community organizations and state and federal agencies.

Essential Duties & Responsibilities

Municipal Administration

- Assist the City Administrator and City Council with implementation of strategic priorities and municipal operations
 - Coordinate interdepartmental initiatives and special projects
 - Assist with budgeting, purchasing, personnel coordination, and policy implementation
 - Attend Council, Authority, Redevelopment, and committee meetings as required
 - Prepare reports, agendas, resolutions, and operational recommendations
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Parking Authority Administration

Serve as Executive Director/Manager of the Pottsville Parking Authority by:

- Overseeing parking operations, enforcement coordination, maintenance contracts, and parking technology systems
 - Managing budgets, financial reporting, and operational planning
 - Developing parking utilization strategies supporting downtown revitalization
 - Coordinating capital improvements and infrastructure investments
 - Pursuing parking-related grants and modernization opportunities
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Redevelopment Authority Administration

Serve as Executive Director/Manager of the Redevelopment Authority by:

- Coordinating redevelopment initiatives and blight mitigation strategies
- Managing property acquisition, disposition, demolition, and redevelopment activities
- Assisting with strategic planning and neighborhood revitalization efforts
- Supporting housing and economic development initiatives
- Serving as liaison to developers, businesses, nonprofits, and state agencies

Grant Writing & Administration

- Identify, pursue, prepare, and administer local, state, and federal grant opportunities
- Coordinate all phases of grant development including applications, compliance, reporting, reimbursement requests, procurement requirements, and closeout procedures
- Maintain grant tracking systems and funding calendars
- Work closely with consultants, engineers, nonprofits, and community organizations to leverage external funding

Primary Grant Responsibilities Include:

- Community Development Block Grant (CDBG) administration
- DCED funding programs
- PennDOT Multimodal & Transportation Alternatives grants
- DCNR recreation grants
- Blight remediation funding
- Housing and community revitalization grants
- Infrastructure and economic development funding opportunities

CDBG Administration

- Serve as lead administrator for all Community Development Block Grant activities
- Ensure compliance with HUD regulations and federal reporting requirements
- Coordinate environmental reviews, procurement documentation, labor compliance, and beneficiary tracking
- Assist in preparation of annual action plans and consolidated planning efforts
- Coordinate public hearings and citizen participation requirements

Desired Qualifications

- Bachelor's degree in Public Administration, Planning, Business Administration, Political Science, Economic Development, or related field preferred
- Minimum 3–5 years of experience in municipal government, economic development, redevelopment, grant administration, or authority management
- Strong understanding of municipal finance, redevelopment, grants, and public administration
- Experience managing federal or state grants preferred
- Knowledge of CDBG and HUD compliance strongly preferred

- Excellent writing, organizational, and communication skills
 - Ability to manage multiple projects simultaneously in a fast-paced environment
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Preferred Skills

- Economic development and redevelopment planning
 - Public meeting facilitation
 - Budget preparation and financial oversight
 - Grant reimbursement and compliance management
 - Downtown revitalization strategy
 - Housing and blight mitigation knowledge
 - GIS, planning, or project management experience a plus
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Work Environment

This position will involve collaboration across multiple governmental and quasi-governmental entities. The successful candidate must be highly collaborative, self-motivated, adaptable, and capable of balancing operational administration with strategic planning and implementation.

Evening meetings and occasional travel for conferences, grant meetings, or state coordination may be required.

A valid Pennsylvania driver's license is required.

Strategic Vision for the Position

The City believes this shared-services structure has the potential to:

- Reduce administrative duplication
- Improve coordination between entities
- Increase external funding capacity
- Accelerate redevelopment initiatives
- Modernize operational systems
- Create long-term financial savings

- Allow portions of the position to potentially become partially self-sustaining through grant administration and project management fees

Application Requirements

Interested candidates should submit:

- Cover letter
- Résumé
- Three professional references

Applications should be submitted to:

Rob Straebel, City Administrator
City of Pottsville
401 North Centre Street
P.O. Box 50
Pottsville, PA 17901

cityadministrator@pottsvillepa.gov

Equal Opportunity Statement

The City of Pottsville is an Equal Opportunity Employer and encourages applicants from diverse professional and personal backgrounds to apply.