



NORRISTOWN, PENNSYLVANIA

Population 34,400

where you belong

If you want to live in a town with a sense of place, a history, and a rich community, Norristown is your place.

Norristown offers something different in a place to live and a location for businesses. It is the kind of place people go to when they want more than an address in the middle of a subdivision. Norristown has a unique array of housing options, ranging from 100-year-old Victorian homes rich with history to new, modern homes and apartments.

Background

Norristown residents enjoy a never-ending list of events and things to do. The town is home several parks, as well as the Elmwood Park Zoo, which is home to over 100 species.

Norristown enjoys a rich diversity in culture, food, and the arts. With its central location and transportation hub, it's easy to get anywhere. In Norristown, everyone is welcomed and diversity is embraced.

Norristown is home to two distinct business districts: *Main Street and West Marshall*, which is home to diverse businesses that represent nearly a dozen countries. Norristown is home to an array of unique businesses that won't find anywhere else, including an old school darts company and a baseball bat maker that serves some of the big leaguers, as well as the headquarters of a few major organizations.

A number of small businesses are happy to call Norristown home as well. Norristown has several great restaurants, with a number of new eateries popping up regularly. Norristown is focused on small businesses and provides a number of programs to help your business get its start, as well as a dedicated small business center.

Director of Public Works

History

The municipality of Norristown like many municipalities in the Philadelphia metropolitan area, was part of a land grant given to William Penn. The area was first settled by the Dutch, German, Swedish, Welsh, and English and was known in Penn's time as the "Manor of William Stadt." The tract which includes present-day Norristown and East Norritonship and West Norritonship was given to Penn's son who sold the land to **William Trent** and **Isaac Norris**. Trent founded the city of Trenton. In 1712, Norris became the sole owner of the land.

After Norris's death, the land passed to heirs who later sold 543 acres to John Bull of Limerick Township. Bull sold most of his land, including Barbadoes Island, to Doctor William Moore Smith for the use of what was to become known as the University of Pennsylvania; the University sold the land to Montgomery County when it was separated from Philadelphia County in 1784 and Norristown became the county seat. The first courthouse was located in what is today the courthouse square.

This public square is now owned by the County with the stipulation that it remain open forever.

The University sold the other portion of land to Dr. Smith in 1789. John Markley purchased land from the son of Dr. Smith and in 1801 offered much of it for sale in small lots or farms. As the land developed and population increased, the town became large enough for incorporation. On March 31, 1812, Norristown became the first borough in Montgomery County. The area of the borough at the time of incorporation was about one square mile with a population of about 500. By 1833 the borough had expanded to its present day boundary with a population of over 6,000.

Growing rapidly after the Civil War, Norristown's population swelled to 22,265 people by 1900 and by 1940 it was home to 38,181 Norristonians, making it the most populous Pennsylvania borough pre-World War II.

Geography

Norristown is located in southeastern Pennsylvania, 6 miles (10 km) northwest of Philadelphia. Major cities are within short driving distance (in hours):

Atlantic City (1.5) New York City (1.5)
Washington D.C. (3) Pittsburgh (4.5)

Totalling 3.519 square miles in land area, the municipality sits along the Schuylkill River. It's two major tributaries, the Stony Creek and the Saw Mill Run, bisect the town in thirds and empty directly into the Schuylkill.

For the outdoors enthusiast, the Annual Dragon Boat races are fun for participants and observers. Thousands of acres of public parks and hundreds of miles of local and regional trails.



Norristown has four distinct neighborhoods: *the West End, the East End, the North End, and the downtown.*

Norristown is also bounded by the Townships of East and West Norriton, Plymouth Township, Bridgeport Borough, and Upper Merion.

Demographics

Norristown is the seat of Montgomery County, establishing its value as a central place within one of Pennsylvania's most affluent and rapidly growing counties. Norristown has a population of 34,324 as of the 2010 U.S. Census and is the 4th most populous municipality in Montgomery.

As of the 2010 census, Norristown's population is 34,324, which represents a 9.7% increase since 2000. Norristown's population's median age is 32.5 compared to the national average of 36.8 and lower than most communities in the region. An age break down chart is as follows:

Table I: Population by Age	
Age Bracket	Percentage
1-10	15%
10-20	13%
20-30	19%
30-40	15%
40-50	13%
50-60	11%
60-70	7%
70+	6%
Source: U.S. Census	

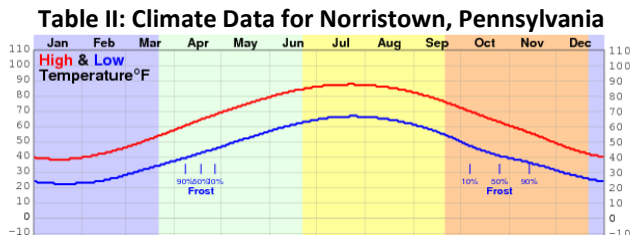
Director of Public Works

In terms of race and ethnicity, the municipality’s population is 41% White, 36% Black / African American, 2.1% Asian and 4.6% claim two or more races. Also, 28.3% of the population had some Hispanic or Latino ancestry.

The median age of all residents is 31.2 years, with an age distribution of 26.2% under the age of 18, 43.5% between ages 18 and 44, 21.2% between ages 45 and 64, and 9.1% ages 65 and above. Median household income in 2010 was \$42,764.

Climate

Norristown is classified falling within the humid subtropical climate zone. Summers are typically warm and humid, fall and spring are generally mild, and winter is generally cold.



Commerce

Norristown’s economy is based largely on institutions of government, healthcare, legal & social services sectors. Norristown is home to the corporate headquarters of **USM** and **U.S. Roofing**. **Montgomery County** is the largest employer. Other employers with a considerable presence in Norristown include:

- Pennsylvania Dept. of Environmental Protection (DEP)
- Montgomery County Intermediate Unit
- Norristown Area School District
- USM (formerly U.S. Maintenance)
- U.S. Roofing Corporation

In addition to major employers, there are numerous small professional, manufacturing, technology, and distribution firms operating in the municipality, as well as law offices and local realty companies.

Norristown is home to two distinct business districts: *Main Street & West Marshall*, which is home to diverse businesses that represent nearly a dozen countries. As Norristown enters its third century, there is a renewed interest in urban style living and walkable communities.

Norristown is determined to revitalize its business districts and neighborhoods and has made important efforts to do so. But the Municipality has also recognized that future development is at times hampered by its poor image,



disproportionately large concentration of the County’s low income population and the amount of assessed land that is exempt from real estate taxes.

Form of Government

Norristown has been a home rule municipality since 1986 when voters adopted a charter with a **Manager/ Council form of government** with a seven-member municipal council. The office of Mayor was abolished in July 2004 after a public referendum amended the municipal charter. Executive and administrative authority is now delegated to a council appointed Municipal Manager.

The seven members on the Municipal Council each represent one of the voting districts in the Municipality. There are four districts and three at large seats. The Council directs Municipal activities through the appointed Municipal Administrator, who supervises all departments.

All council members serve four year terms. No council member may be elected for more than two consecutive four-year terms and the balance of one unexpired term of a vacant Council seat. Thereafter, an outgoing Council Member may not be elected or appointed to serve as Council Member for at least two years.



Director of Public Works

The municipality is part of the Thirteenth Congressional District (represented by Representative Brendan Boyle), the 70th and 150th State House Districts (represented by Representative Matt Bradford and Representative Mike Vereb) and the 17th State Senate District (represented by Senator Daylin Leach).

Municipal Services

The provision of public services and community facilities in Norristown is provided largely by the Municipality with some supplementation by private resources.

Norristown takes great pride in being a nearly full service governments operation consisting of Administration, Building and Code Enforcement, Finance, Police, Fire, Parks & Recreation, Planning & Economic Development.

As Norristown is in the midst of multiple major public works projects throughout the municipality, effective coordination and frequent collaboration with the following internal departments is expected:

City Engineer

Responsible for design & approval of capital projects.

Public Safety

The Police Department has 48 uniformed officers and 6 full-time detectives, and the Fire Department has 80 combined career and volunteer firefighters.

Parks and Recreation

Norristown offers adult and children's recreation programs for the winter, spring, and fall seasons. The municipality enjoys the benefit of 12 public parks of more than 300 acres.

Building and Code Enforcement

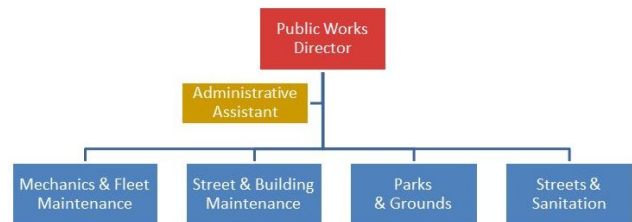
Serves the following functions: *Regulating Residential Properties, Building Construction, pre-occupancy Building Inspection, Property Maintenance, Historical and Architectural Review Board, & Shade Tree Commission.*

Finance

Conducts all financial transactions related to municipal assets, cash collections and disbursements, employee payroll and benefits according to Generally Accepted Accounting Principals.

The Public Works Department

The Public Works Department includes four service areas: *Street Maintenance, Storm Water, Trash Collection / Recycling and Snow Removal*, managed by 3 Foremen.



Nineteen (19) employees are divided into four divisions :

- *Mechanics & Fleet Maintenance*, responsible for all fleet maintenance, parts, supply, and fuel operations
- *Street & Building Maintenance*, responsible for sidewalk repair, traffic signals & street painting / marking.
- *Parks & Grounds*, responsible for parks, grounds and facilities maintenance, and
- *Streets & Sanitation*, responsible for sanitation, street sweeping, leaf removal, storm drain cleaning / repair and a large stormwater retention facility.

Norristown Public Works is not responsible for water treatment or wastewater treatment. Water treatment is provided by privately Pennsylvania American Water. Wastewater treatment is provided by the Norristown Municipal Waste Authority.

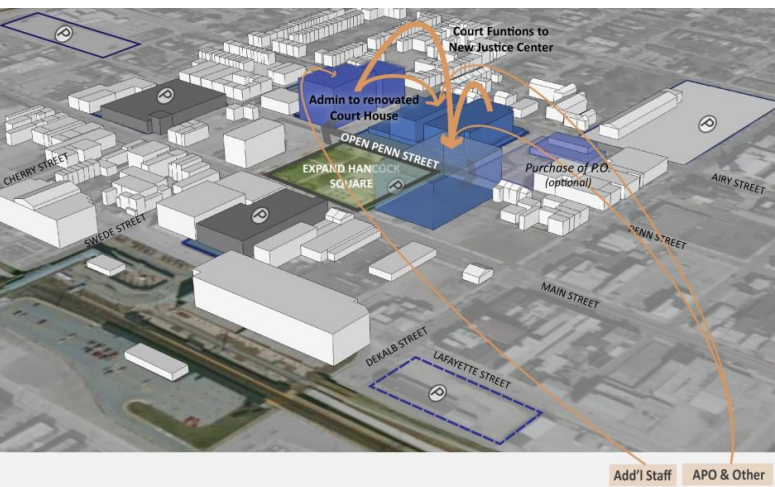
The Department is young, but experienced. Average employee longevity is 7.4 years and employee retention of expertise for continuity of operations is high. All Department employees are members of the Collective Bargaining Unit (union), with three Stewards. The Director reports directly to the Municipal Administrator.

Generally, the department performs daily operations in a maintenance capacity. Long-range planning is needed. The creation of an **inventory of municipal assets** (*roads and streets, facilities, vehicles, signage, lighting, and drainage culverts*) is one of the highest priorities needed to improve department effectiveness, efficiency & fiscal responsibility.

Opportunities & Challenges

The Public Works Department is involved in some of the most exciting public works projects the Municipality has experienced in several years:

- ♦ The **\$50 million [LaFayette Street Extension Project](#)** improving access to the riverfront, Main Street and access to the Turnpike and neighboring communities.
- ♦ The **\$21 million [Markley Street / US 202 extension](#)** including streetscape and pedestrian enhancements.
- ♦ The **\$239 Million Main Campus / County Campus** redevelopment project in the heart of Norristown.



The Ideal Candidate

Norristown is a municipality that is looking toward the future, without forgetting its past. It is a municipality with a clear focus on smart growth, particularly through transit oriented development, building on its assets of a public transportation center, and its strategic location near major highways. It is a municipality that cherishes its green infrastructure and other environmental assets, and embraces environmentally sustainable practices.

The ideal candidate will possess the following *attributes*:

- Authoritative but collaborative.
- Fiscally aware and responsible.
- Great communicator, project, personnel manager.
- Operationally efficient.

The ideal candidate will possess the following *skills*:

- ♦ Personnel management & accountable (*not easily distracted by a collective bargaining environment*);
- ♦ Organizational project and processes management;

- ♦ Planning, organizing, directing and improving department operations, procedures and organizational structure;

Key Responsibilities

Responsibilities of the Public Works Director are:

- ♦ Coordination of capital improvement projects with staff, municipal departments & regional partners;
- ♦ Developing an inventory and maintenance schedule of capital assets and infrastructure;
- ♦ Developing and administering policies and standard operating procedures necessary to assure safe and effective management of staff and daily operations;
- ♦ Developing bid specifications and requests for proposals in accordance with municipal code and coordinate, review and inspect work of municipal engineer, contractors and municipal work crews;
- ♦ Reviewing contractor, engineering and purchase order invoices related to public works activities for accuracy;
- ♦ Developing and executing annual operating & capital budgets;
- ♦ Managing and authorizing purchase orders;
- ♦ Maintaining department records including assets, maps, plans, personnel, purchasing, and reports;

Past Public Works Director

The previous Director served for 4 years and inherited a department lacking policies and standard operating procedures which were necessary to assure safe and effective management of employees and day-to-day operations. Over time, a Performance Management was created in an attempt to improve the department's management and effectiveness.

While having not previously managed a public works department, the previous Director had served as Municipal Administrator for a local government within the region and also served as Interim Municipal Manager for a short period until a new Municipal Manager was hired.

Current City Manager has been serving for 2.5 years.



Director of Public Works

Norristown

Amenities

Norristown, Pennsylvania, is the bustling center of local government with a lively urban vibe. Norristown reflects a varied cultural and ethnic demographic that give its events, attractions, dining experiences and history a rich and wide appeal.

10 things to do in Norristown include:

- Valley Forge National Historic Park
- Elmwood Park Zoo
- Norristown Farm Park
- Greater Norristown Art League
- Norristown Art Festival
- Theatre Horizon, Center Theater and Iron Age Theater
- Schukill River & Riverfront Park
- Selma Mansion
- Elmwood Park Bandshell
- Zwahlen's generational ice cream and chocolatiers

Despite the loss of its historic movie and vaudeville theaters, Norristown is home to two performing arts theaters: **Montgomery County Cultural Center & Theatre Horizon**, and four professional theater companies: **Centre Theatre, Iron Age Theatre, Theatre Horizon, & New Cavern Productions**). All are part of The Theatre Alliance of Greater Philadelphia and the **Greater Philadelphia Cultural Alliance**.

These theaters form the nucleus for Norristown Arts Hill, a collection of theaters, art galleries, and professional firms on the 300-500 blocks of DeKalb Street in downtown. The city's Main Street contains a wide variety of upscale ethnic restaurants providing Korean/Japanese, Mexican, Ethiopian, Vietnamese, and Italian food.

For those who like to shop, the **King of Prussia Mall**— the 2nd largest shopping mall in the United States—is a luxury mall sits just minutes from Norristown. Among its 400 stores and restaurants are Bloomingdales, Macy's, Louis Vuitton, Gucci and even houses a Tesla Motors dealership.

Architecture and history enthusiasts will enjoy the region's richness of Revolutionary War sites and more than 60 many national historic landmarks including the **Liberty Bell, Independence Hall, and Gettysburg National Battlefield**.

Valley Forge National Historic Park is a 15 minute drive.



Courtesy: Valley Forge Tourism & Convention Board



Director of Public Works



Residency

Residency within the city limits is not required, however living within no more than 30 minutes drive is preferred.

Compensation

\$85,000—\$90,000 / year salary (*doq*) with the following benefits:

- ◆ Vacation – 25 days annually
- ◆ Medical (Aetna)— HMO, QPOS & PPO. HMO base plan; employee contributes 12.5% of premium. Buy-up to the QPOS or PPO plan. EE has option to opt-out of coverage.
- ◆ Dental –Delta Dental – 100% employer paid
- ◆ Vision – Vision Benefits of America – 100% employer paid
- ◆ Life & AD&D – 1x annual salary – employer paid; employee has option to purchase additional coverage on self, spouse and dependents
- ◆ Generous Personal and Sick leave

Other useful information

For additional information, visit the following links:

- [Municipality of Norristown](#)
- [Norristown Area School District](#)
- [Montgomery County Government](#)

Equal Opportunity

The Municipality of Norristown is an Equal Opportunity Employer. The Municipality values public service, equal opportunity and the importance of diversity in the workplace. It is a community committed to workforce building and serving its residents and businesses with commitment to the following values: **Responsibility, Respect, Teamwork, Honesty and Diversity/Inclusion.**

Veterans, all genders and all ethnicities are encouraged to apply.

To Apply

Email your resume and letter of interest to: NorristownPWD@municipalsolutions.org before 5:00 PM, Friday, February 12th. Faxed and mailed resumes will not be considered. Any questions should be directed to David Evertsen at (623) 207-1309.

Process

Applicants will be screened between January 14th and February 12th. Finalists will be selected early March and interviews will be held on or about March 28th. Selection shortly thereafter.

Confidentiality

The City realizes that not every candidate is comfortable having their names disclosed to the public. Accordingly, all candidate application materials, including the applicant's name, will remain strictly confidential until such time as the candidate authorizes their disclosure.



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