

NATHAN 'JAY' BISH

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Experience

ACTING BOROUGH MANAGER

01/2024 – 12/2024 Rankin Borough, Rankin, PA

I am assisting the Borough of Rankin on a temporary basis since the surprise resignation of the Rankin Borough

Manager and Council President in January of 2024. Rankin Borough is a neighbor and close ally of my full time job

at North Braddock Borough.

BOROUGH MANAGER

05/2022 – PRESENT North Braddock Borough, North Braddock, PA

In my current position, I assist the North Braddock Borough Council in organizing and evaluating the work of all borough departments to ensure that operations and services comply with the policies and direction set by the Council. I am responsible for creating and administering borough payrolls, budgets, and council meeting documents. During my tenure with the borough, I conducted and concluded the Police and Public Works Collective Bargaining Agreement negotiations saving the borough thousands of dollars in the process. I also took a pivotal role in regional police negotiations, which ultimately led to the creation of the Eastern Regional Mon Valley Police Department (ERMVPD). I am still in service with this organization as a non-voting representative on the ERMVPD commission.

CITY CLERK

03/2020 – 04/2022 City of Jeannette, Jeannette, PA

Assisted Jeannette City Council in planning, managing, and coordinating clerical duties. Responsible for recording the minutes of council meetings, recording and maintaining most municipal documents, preparing meeting agendas, and issuing public correspondence. Also responsible for the Right To Know requests and general advisor to the City.

During my tenure with the city, my position absorbed the responsibilities of Director of Recreation as well as the Director of Community and Economic Development.

ADMISSIONS COUNSELOR/OFFICE ASSISTANT

08/2018 – 03/2020 University of Pittsburgh, Greensburg, PA

Recruit incoming freshmen and transfer students by eloquently explaining the Greensburg campus and the benefits of a Pitt degree in a detailed manner. Review potential student applications in an expeditious manner and maintain consistent quality communications with potential students. Represent Pitt Greensburg at college fairs and high school visits all across the Commonwealth of Pennsylvania.

Education

MPA, PUBLIC ADMINISTRATION Pennsylvania State University

AUGUST 2022, 3.72 CUMULATIVE GPA

Graduate Certificates

- Public Budgeting and Financial Management (SPR,22)

- Public Sector Human Resources Management (SPR,22)

B.A., POLITICAL SCIENCE AND HISTORY University of Pittsburgh

AUGUST 2019, 3.07 CUMULATIVE GPA