

TOWNSHIP ADMINISTRATOR – Part Time - CHESTERFIELD TOWNSHIP

The Township seeks an experienced candidate with strong management, communication, human resources, community relations and customer skills. The candidate must be able to identify and prioritize policies and actions to address the needs of the Township and maintain positive relationships with community groups. The candidate should be an interactive, hands-on team leader able to build working relationships with the Township Committee and employees while also maintaining high levels of accountability and productivity. The candidate must demonstrate a knowledge of municipal issues including: organization, human resources, and employment practices liability (EPL) issues, New Jersey's Local Budget and Local Public Contracts law matters. Experience in applying for and administering grants and engaging in community and economic development is required. In addition, the candidate should be skilled in financial analysis; knowledgeable of and adept at using state-of-the-art technology and social media tools to engage the public; willing to collaborate with other public and private agencies; and assess shared service possibilities with neighboring municipalities. The candidate must reside within a reasonable distance of Chesterfield. Chesterfield Township is a welcoming community with a diverse population of 8,000 +/- residents, with a \$6.5 Million annual budget. Its municipal government prides itself on teamwork, collaboration and cohesion in serving the public. For more information go to www.chesterfieldtwpnj.gov.

Please send cover letter and resume, including salary requirements to Caryn Hoyer, Township Clerk at caryn@chesterfieldtwp.com with "Chesterfield Township-Administrator Search" listed in the subject line. Application deadline is April 11th or until filled. Chesterfield Township is an Equal Opportunity Employer.