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**CITY ADMINISTRATOR**

**CITY OF GLOUCESTER CITY, CAMDEN COUNTY, NEW JERSEY**

Gloucester City, Camden County, 11,400+ population, is looking for a full-time City Administrator to assist Mayor and Common Council with overseeing the daily operations of the City with a Municipal budget of approximately $21 million. Gloucester City also operates its own Water (treatment and distribution system) and Sewer Utility (collection system) with a budget of approximately $5 million.

The Administrator works to serve the City and will work directly with the Mayor and Common Council in the following manner: Address and resolve issues and concerns of the general public; Assist with the preparation and presentation of the Municipal Budget; Work with the Chief Financial Officer, management and implementation the City’s development initiatives; Provide management and oversight of Department Directors; Attend and participate in various committee meetings as the City Administrator; and perform other related duties, as assigned.

A minimum of Two (2) to Five (5) years of experience in Municipal Administration or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.  Applicant must be organized, efficient, responsive, and able to speak effectively to individuals or groups and manage multiple tasks. Experience with CDBG Revolving Loan Fund and UDAG Projects and Revolving Loan Fund a plus. The City intends to offer an excellent starting salary and benefits, commensurate with experience. Any candidates possessing a State of New Jersey Certiﬁed Public Manager (NJ CPM) preferred. In individuals licensed or experienced as a Certified Municipal Finance Officer (CMFO) and/or Registered Municipal Clerk (RMC), strongly encouraged to apply and will receive priority candidate status and compensated accordingly.

Please e-mail or mail cover letter and resume to Vanessa Parent, RMC, CMR at [vanessa@cityofgloucester.org](mailto:vanessa@cityofgloucester.org) or mail to: City of Gloucester City, P.O. Box 150, Gloucester City, NJ  08030 [856-456-0205] ext. 218. Application deadline: **January 31, 2021**. The City of Gloucester City is an equal opportunity employer. The applicant must be a New Jersey resident.