

## **BOROUGH ADMINISTRATOR – ATLANTIC HIGHLANDS, MONMOUTH COUNTY**

**Atlantic Highlands is seeking an individual for the position of Business Administrator as the current Administrator is retiring after 16 years of service to 4 Mayors and 19 councilmembers from both parties. The Borough has a population of approximately 4,300 and is approximately 1.2 square miles in area. The Borough has an operating budget of \$16 million which includes a water & sewer utility AND the largest municipally owned Marina on the east coast. The Borough has 49 full time employees and, in the summer, approximately 20 part time employees. The Business Administrator will be an experienced leader who will be selected on their executive and administrative abilities and qualifications, with special regard to management experience, certifications and expertise. Applicants for the position shall have experience in government business management or a comparable or a related field. A Bachelor of Arts degree in public administration or political science is preferred but not required. The person holding this office shall have a minimum of five (5) years of progressively responsible public administration experience in local governmental management position. The Business Administrator will be responsible for overseeing the projects, programs, events, and activities of all Borough departments and shall work closely with the Mayor, Council and Clerk. The Business Administrator shall also be responsible for the preparation and administration of grants, assist with yearly budget and shall have direct supervision of all departments. To apply for the position, e-mail a letter of interest and resume to the attention of Adam Hubeny, [ahubeny@ahnj.com](mailto:ahubeny@ahnj.com) by August 13, 2021. Salary range for this position is set by Ordinance 01-2021 \$50,000 - \$175,000.**

**Atlantic Highlands is an equal opportunity employer.**