“Borough Administrator – Borough of Roselle

Position available immediately. The Borough is seeking an experienced and qualified, high profile, proactive, facilitating leader, who is committed to working in partnership with the Borough Governing Body to deliver excellent and cost-effective public services to an engaged, culturally and racially diverse population. The candidate should have strong management, communication, human resources, community relations and customer service skills. The ideal candidate should be able to identify, articulate and prioritize policies and actions to address the needs of the Borough and maintain open and positive relationships with civic and community groups. The candidate should be capable of research, analysis and articulation of all issues facing a municipality. The candidate should be an interactive, hands-on team leader, who is able to build working relationships with the Mayor and Council, department directors and employees while also maintaining high levels of accountability and productivity. The Borough Administrator candidate should possess significant experience in an executive/managerial position with a municipality or comparable public organization. The candidate should reside within a reasonable distance from Roselle. The candidate must be able to demonstrate knowledge of municipal issues including, organization, pro-active human resources, and protection against EPL issues. The candidate should possess knowledge of the New Jersey Local Fiscal, Local Budget and Local Publics Contracts law, personnel & collective bargaining and business development. The candidate should have experience in managing large scale projects, applying for and administering grants, engaging in community and economic development, interacting with local businesses and business organizations, and employing multiple strategies and integrate community policing to connect with a diverse resident population. In addition, the ideal candidate will be cognizant of 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, and able to participate with the community in strategic goal- setting to secure a long-term vision for the Borough. The Borough of Roselle is an open and welcoming community with a very diverse population. Its municipal government is stable and prides itself on teamwork, collaboration and cohesion in serving the public. Please electronically submit cover letter and resume to Everett Falt, Assistant Borough Administrator, at [efalt@boroughofroselle.com](mailto:efalt@boroughofroselle.com). Include past managerial or financial analysis conducted which resulted in a positive outcome for the public organization, in addition include salary requirement. Salary DOE/ DOQ. Employment applications and a job description are posted on the Borough website. The Borough of Roselle is an Equal Opportunity Employer (EOE).”