**BUSINESS ADMINISTRATOR – TOWNSHIP OF PARSIPPANY-TROY HILLS**

The Township of Parsippany-Troy Hills is seeking an experienced professional for the position of Business Administrator. The Township is a Faulkner Act E, Mayor – Council form of government and is the largest municipality in Morris County, with a population greater than 53,000. The Township has an operating annual budget of approximately $75 million, in addition to separate water, sewer and golf utilities. A minimum of 10 years experience in municipal government with substantial knowledge of municipal operations and exceptional management and interpersonal skills are required. Candidate should possess confidence and attentiveness to details, familiarity with the New Jersey Civil Service Commission Rules and Regulations, in depth knowledge of Federal, State and local employment laws, knowledge of the budget process, strong public relations, purchasing experience and experience with contract negotiations. Ideal candidate will thrive in a challenging environment and must be a problem-solver and lead by example.

Candidates must possess Bachelor’s degree, MBA strongly preferred. Minimum of ten-years experience. Must have excellent computer skills and be proficient in Microsoft Office, knowledge of Edmunds Financial Software preferred.

Salary Range: $125,000- $165,000 contingent upon experience.  Excellent benefits package.

No later than July 31, 2020 submit resume to:

Email to: [ParTroyMayorsoffice@parsippany.net](mailto:ParTroyMayorsoffice@parsippany.net)

Subject Line: *Parsippany-Troy Hills Business Administrator Resume*

An Equal Opportunity Employer.