**Borough Administrator**

**Hopewell Borough, NJ**

**Borough of Hopewell,** Mercer County, NJ. F/T, Pop. 1922, $4 million budget, water utility, seeks experienced, motivated, hands-on manager to manage day-to-day operations.Current Administrator retiring, position available February 1, 2023. Experience in a similarly sized municipality is preferred, ability to conduct effective community outreach required. The ideal candidate will possess excellent analytical skills as well as superior written and oral communication skills. Must be able to effectively manage and meet multiple deadlines, manage large/small projects, seek/manage grants and alternative funding sources for projects, oversee all departments, interface effectively with governing body, residents, professionals, volunteers and business owners. The candidate must demonstrate extensive knowledge of core municipal issues and subject matter including finance/budgeting, capital improvement planning, purchasing, land use, human resources, insurance management, experience in current issues affecting local government in NJ. QPA required. Minimum 5 years supervisory experience. BA/BS in public administration or related field. An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

Qualified candidates shall submit resume, informative cover letter, professional references and salary requirements to admsearch@hopewellboro-nj.us by 4pm on Friday, October 28, 2022. The Borough of Hopewell is an Equal Opportunity Employer.