**MUNICIPAL ADMINISTRATOR, FULL TIME**

**BOROUGH OF JAMESBURG (MIDDLESEX COUNTY)**

Borough form of government involving the following: Approx. 5,900 residents, $6 million budget, 42 employees and geographic territory covering approximately .88 square miles. The Borough of Jamesburg (Middlesex County) seeks an experienced, motivated, community-oriented professional to serve as its Municipal Administrator in a full-time position. Applicants should have a minimum of 5-7 years of substantive professional municipal government or other similar management experience. The successful candidate shall oversee all daily operations of this full service municipality, including but not limited to budget, human relations, labor management, contract negotiations, redevelopment projects, affordable housing issues, shared services arrangements with other municipalities, human resource functions, employee benefits administration, purchasing, grant writing and environmental issues. The Municipal Administrator shall report to, and implement the policy initiatives and directives of, the 7-member elected Governing Body (composed of a Mayor and a 6-member Borough Council). The individual must have strong public interaction, problem-solving and personnel management capabilities, along with excellent oral, written, interpersonal, and computer skills. Applicants must also be adept at website management and social media tools and outreach. BA required; MPA preferred. Salary depends upon level of experience. Candidates are required to send a resume and cover letter, along with salary requirements and references, to the attention of Mayor Marlene Lowande at mlowande@jamesburgborough.org, by July 9, 2021. An interview may be requested, either through Zoom (or other similar virtual means) or in-person subject to appropriate social-distancing requirements. The Borough of Jamesburg is an Equal Opportunity Employer.