

TOWNSHIP MANAGER – FULL TIME – TOWNSHIP OF TEANECK, Bergen County, Faulkner Act Council-Manager form of government, population 42,000, 6.24 square miles, with an annual budget of \$83,500,000 seeks a motivated professional to oversee the daily operations of the Township consisting of 14 departments and a workforce of approximately 340.

Position available on or about July 1st. The Township Manager is the chief executive and administrative official of the Township and is appointed by the Council to exercise the powers to perform the duties of the office as required by law. The Manager is responsible to the Council for carrying out all policies established by it and for the proper administration of all affairs of the Township within the jurisdiction of the Council. The Applicant will be capable of effectively working with department heads and the governing body in accomplishing the issues facing a municipality. Responsibilities include, but are not limited to, development and implementation of annual budget, knowledge of the New Jersey Local Fiscal, Local Budget and Local Publics Contract law, COAH, land use administration, public safety, project management, labor negotiations, human resources, protection against EPL issues, personnel, WC/insurance, Civil Service, strategic planning (as it relates to municipal operations), grant coordination, and any additional duties assigned.

The preferred candidate should possess demonstrable knowledge of local issues particular to the Township of Teaneck and/or familiarity with municipal issues in comparable communities similar in size or character as Teaneck. Qualified candidates must possess strong interpersonal skills and leadership abilities, as well as the ability to manage multiple assignments

daily. The candidate selected for this position must attend public meetings and will also be expected to interface with residents, employees and stakeholders on local issues as they may arise.

The Township Manager candidate should ideally possess municipal experience in the position, or transferable experience and capabilities in a municipal setting. The candidate should reside within a reasonable distance from the Township of Teaneck. The Applicant will have an open door for personnel, champion management by actively engaging with department heads and staff, cognizant of technology, social media tools and public outreach. The Applicant shall be capable of effectively drafting their own correspondence, resolutions and performing analysis, in addition to participating in several active committees each month.

The Township Manager shall have, at a minimum, a bachelor's degree in municipal management, business or public administration, accounting or related business, administrative, legal or public service fields or at least five years' time of equivalent experience. Previous responsible, successful experience in municipal government and possession of a master's degree in public administration, business administration or municipal management shall be preferred.

For more information on how to apply, please visit www.ThecanningGroup.org, "Latest Job Postings" (right hand column). Qualified candidates are invited to take part in the search process and electronically submit resumes. Submission must be received no later than the end of business day Tuesday, April 30, 2024, at **4:00 pm**. Salary range DOE/DOQ. Additional information is located

THE CANNING GROUP LLC



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at www.TheCanningGroup.org. The Township of Teaneck is an Equal Opportunity Employer.