

The Borough of Bergenfield, - Assistant to the Administrator

...a proud diverse community in Bergen County NJ is seeking an Assistant to the Administrator. Interested candidates shall be currently enrolled or possess a Master's Degree in Public Administration. The successful candidate will possess proven initiative, analytical skills, decision making abilities, excellent written and verbal communications skills. In addition, the person should have the ability to provide superior customer service to a wide range of constituents including, residents, elected officials, consultants, vendors and staff. Candidates shall be proficient in using MS Word and Excel and comfortable using electronic media and software in the work environment. Responsibilities include but are not limited to: policy research, review of agenda items, coordination of meeting schedules and civil service. Salary commensurate with experience. The Borough also provides an excellent benefits package. Interested candidates should forward a letter of interest, resume and any relevant salary history to: Mr. Corey Gallo, Borough Administrator, cgallo@bergenfieldnj.gov .