



**BOROUGH ADMINISTRATOR – FULL TIME – HOPATCONG BOROUGH (Sussex).** Position available immediately. The Borough is seeking a qualified team builder, collaborator and strong communicator with strong management, and organizational skills. The ideal Applicant will above all, will be an excellent communicator; possessing very strong interpersonal skills, combined with requisite municipal fiscal and operations knowledge. The Applicant will be capable of effectively working with department heads and the governing body in accomplishing the issues facing a municipality. Inclusive in required understanding and skills is knowledge and an understanding of municipal redevelopment, and pilot programs.

The Borough Administrator 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 Borough of Hopatcong. The candidate must be able to demonstrate knowledge of municipal issues including, organization, human resources, protection against EPL issues, knowledge of the New Jersey Local Fiscal, Local Budget and Local Publics Contract law. 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. Possession of QPA certification preferred, but not required.

The Borough Administrator 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](http://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 Wednesday, March 6, 2024, at **4:00 pm**. Salary range DOE/DOQ. Additional information is located at [www.TheCanningGroup.org](http://www.TheCanningGroup.org). The Borough of Hopatcong is an Equal Opportunity Employer.