

The Borough of Wallington NJ is seeking a Borough Administrator to serve as the principal administrative officer to implement council policies, provide organizational leadership for Borough employees, oversee the day-to-day operations of Borough services; and ensure the Borough's personnel policies are properly applied and executed. The Administrator plans, organizes and manages the preparation and administration of the annual operating budget and recommends operational and policy improvements.

Responsibilities include:

- Serve as the principal administrative officer representing the Mayor and Council
- Serve as a liaison between the Borough Council and the boards and officials of the Borough.
- Have supervision of administrative matters in the department of general administration, finance and purchasing, and be responsible for the maintenance of sound personnel policies, administrative practices and purchasing.
- Attend all meetings of the Borough Council as required.
- Supervise the disbursement of all Borough funds and approve all vouchers and bills before submitting same to the Borough Council for approval.
- Aid in preparation of the annual budget, with the assistance of the chairman of the respective standing committees.
- Advise the Borough Council on all background matters as an aid to the establishment of policy and the carrying out of the functions of borough government and advise the Borough Council and other Borough officials on matters affecting the public interest.
- Receive, distribute, and follow up requests for information and complaints from citizens on all manner of problems, and keep the Borough Council informed on such matters.
- Edit and compile releases of information for the public and the press as directed by the Borough Council.
- Perform such duties as may be required by ordinance or resolution or by written directive signed by a member of the Borough Council.

DESIRED QUALIFICATIONS

Education: Bachelor's Degree, preferably in public administration, political science, business management, finance, or related degree from an accredited university.

Experience: Minimum of five years of supervisory or administrative government experience including responsibility for oversight of governmental departments and functions, preparation of annual budget, human resources, community and public relations and labor negotiations. MBA and/or certifications as CMFO, QPA and/or RMC a plus.

KNOWLEDGE, SKILLS AND ABILITIES A demonstrated success in the areas of strategic planning, community and civic engagement, consensus building, negotiation, and financial management/budgeting.

Candidates shall send cover letter resume, professional references and salary requirements in electronic format to Gregory Zagaja, Deputy Borough Clerk, at gzagaja@wallingtonnj.org by Friday, February 25, 2022 at 3:30PM.