

Position Available:

Township Administrator, East Amwell Township, Hunterdon County

Position Background

East Amwell Township is a 25 square mile rural community with a population of approximately 4500 residents. The position of Township Administrator reports to the five-person, publicly-elected Township Committee and liaises primarily with the Mayor. The administrator supervises the Township's 10 full time employees, 7 part-time employees and provides procedural oversight to the township's many volunteer committees. Police services are provided by the New Jersey State Police with part-time traffic enforcement provided by the West Amwell Police Department. There is no municipal utilities authority as township residents utilize private wells and septic systems exclusively.

Position Responsibilities

The position requires 20 - 25 in-office hours per week as well as attendance at the monthly Township Committee meeting. Some additional availability by phone or email is expected on an occasional basis. The Administrator oversees all departments, handles all personnel issues, provides staffing recommendations to the Township Committee, interacts with other municipalities and ensures Township compliance with appropriate state and local laws/ordinances. Ordinance 05-33 addresses all of the requirements and specific functional areas of the position and can be obtained from the Township website under the municipal code <http://ecode360.com/10034157>

Position Requirements

The successful candidate for this position will possess a Bachelor's degree in Public Administration, Business Management, Political Science, or related field. A Master's degree is a plus. Certification as a Public Manager (CPM) is preferred as is previous successful experience in New Jersey local government and municipal management. Direct experience managing grants, shared services, finance, and other functional areas of municipal government such as OPRA, OPMA, emergency management, farmland preservation, project oversight etc. is critical. Certification as a Qualified Purchasing Agent (QPA) is preferred.

Compensation

Salary is dependent upon experience and overall qualifications for the role. No medical or dental benefits are provided. Paid vacation, holiday and personal days are provided based upon years of service.

How to Apply

1. Complete an East Amwell Township Employment Application, <http://www.eastamwelltownship.com/forms/employment-application.pdf>, in its entirety. Partial, or applications with any notes to “see resume” will not be considered.
2. Submit a cover letter expressing interest and how your experience aligns with the critical and preferred requirements of the position.
3. Submit a current resume (or CV). Gaps in employment history and reasons for leaving a position must be provided.
4. Submit a salary history for the past 5 years, and your salary requirements for this position.

No electronic submissions will be accepted. Applications can be submitted by mail/UPS/FedEx or in person at the municipal building. Office hours are Monday – Friday, 8:30 am to 3:00 pm.

Forward all submissions to Ms. Terri Stahl, Municipal Clerk at:

Ms. Terri Stahl, RMC/CMC
c/o East Amwell Township
1070 Route 202/31
Ringoes, NJ 08551
tstahl@eastamwelltownship.com