



TOWNSHIP OF BLOOMFIELD

New Jersey

1 Municipal Plaza • Bloomfield, New Jersey 07003

www.bloomfieldtwpnj.com

POSITION: Township Administrator

Township Background: Bloomfield, County of Essex, population 50k. Township has a combined budget of \$100 million that includes 3 utilities; one of which is a robust parking utility. Township employee total is roughly 400 people.

Description: In search of an experienced and motivated FT Administrator with vision and drive to oversee the daily operations and general management of the Township. Duties include management of: full budget preparation, personnel, labor relations, insurance, and implementation of policies and projects approved by the Township Council. Community involvement outside of normal business hours is expected.

Qualifications: At least five years of management experience, preferably in NJ government; Applicants must show record of strong leadership skills, demonstrated achievement in communication with elected officials, citizens and Department Heads, long-term strategic planning, and municipal best practices. Must possess a Master's in Public Administration or related field strongly preferred. Qualified applicants that reside in Essex County would be ideal with Bloomfield residency preferred.

Compensation: Salary will be determined based on qualifications and experience.

How to Apply: Please forward resume, salary requirements and references to the Director of Personnel, Kimberly Duva, kduva@bloomfieldtwpnj.com

Closing Date: February 15, 2021

Bloomfield Township is an Equal Opportunity Employer
