

TOWNSHIP ADMINISTRATOR – TOWNSHIP OF LUMBERTON, Burlington County, Lumberton is a municipality governed under the Township Committee form of government, with a population of @12,500 residents and an annual budget of approximately \$11.5 million dollars, seeks a motivated professional to oversee the daily operations of the Township consisting of a municipal workforce in excess of 70 employees.

- Position is a full time (thirty-five-hour work week), appointed position that reports to the Township Committee. Applicants should have prior experience and/or education in municipal governmental operations, local government business administration, or a closely related field.
- Bachelor's degree in public administration, business management, political science or a comparable field is required. Candidates with master's degree in public administration or closely related field, and/or accreditations or certifications in public management, organizational leadership or a comparable field are preferred.
- Candidates shall have a minimum of five years of experience in municipal government administration or comparable field. Further, candidates should have sufficient background to demonstrate knowledge and experience in a broad spectrum of municipal processes and procedures including, but not limited to:
 - Thorough knowledge of municipal financial and accounting practices and procedures;
 - Understanding of governmental regulations, statutes and reporting requirements applicable to New Jersey municipalities, in areas such as public works, public safety, local government procurement, municipal budgeting and economic development;
 - Experience in managing large scale municipal initiatives, public projects, and grants application/administration;
 - Broad based knowledge and understanding of human resources management particular to public sector workforces, including experience with labor contract negotiations and day-to-day management of labor relations involving unionized workforces;
 - Evaluating the effectiveness of recreation services, community recreation needs and developing immediate and long-range plans to meet these needs that leverage cooperative planning and working relationships with other local community agencies and interested individuals.
 - Knowledge and understanding of both Edmunds GovTech and Primepoint.
- Management responsibilities include, but are not limited to, budget development and implementation in collaboration with the Township CFO and department directors, purchasing and procurement, land use administration, public safety management, project management, labor negotiations, personnel, insurance, payroll oversight, strategic planning (as it relates to municipal operations), directing and overseeing community recreation events in the Township and any additional duties delegated by the governing body or that may be adopted via ordinance, directing and overseeing recreation in the Township.

- Preferred candidate should possess demonstrable knowledge of local issues particular to the Lumberton community and/or familiarity with municipal issues in comparable communities similar in size or character as Lumberton. Qualified candidates must possess strong interpersonal skills and leadership abilities, as well as, the ability to manage multiple assignments on a daily basis. The candidate selected for this position must attend public meetings, but will also be expected to interface with local residents, employees and stakeholders on local issues as they may arise, and correspondingly, regularly advise the Mayor and Township Committee on such matters.
- References confirming a candidate's experience and successes in management of a municipality similarly situated to that of Lumberton are required. Salary DOQ. EOE. Interested candidates should provide cover letter, resume, salary, benefit requirements and copies of any related certifications/licenses via hard copy or email to Meredith Riculfy, Township Administrator/QPA, Lumberton Township Municipal Building, 35 Municipal Drive, Lumberton, NJ 08048, meredith@lumbertontwp.com.
- Deadline for submission is June 10, 2024, at 4:00 pm.