

**BOROUGH ADMINISTRATOR – FULL TIME – BOROUGH OF BERNARDSVILLE
(Somerset).**

Bernardsville Borough is seeking a professional administrator with exceptional management skills due to the retirement of the current administrator. Five years of experience as an administrator or deputy, working knowledge of local finance and related laws, demonstrated ability to communicate, lead an organization and work with elected officials is highly desirable. BA or BS required, MPA or MBA preferred. For more information on how to apply, please go to The Canning Group LLC, website at www.TheCanningGroup.org.

JOB DESCRIPTION

**BOROUGH ADMINISTRATOR – FULL TIME – BOROUGH OF BERNARDSVILLE
(Somerset).**

Bernardsville Borough is seeking a community-oriented administrator with exceptional public management skills due to the retirement of current administrator. Five years of experience as an administrator or deputy, or department head in a larger municipality with particular exposure to: municipal finance; purchasing; risk management; and public sector labor relations is highly desirable. Knowledge of the MLUL and redevelopment laws also helpful. Candidate should be able to demonstrate the ability to lead a group in the process of goal setting and strategic management/change.

The current administrator will be retiring in mid-March 2023 after a 28-year career as a professional municipal administrator. The Borough is seeking a community-oriented leader with exceptional public management skills who is a team builder with demonstrated ability to collaborate with the governing body. The applicant must possess solid analytical skills and be able to communicate the results of his/her research and analysis to the Mayor and Council and a broad range of community groups. Candidates should reside within a 40-minute (+/-) commute.

Bernardsville is a very dynamic community that presents a unique opportunity to gain critical experience in a range of services. The Borough is in the beginning stages of implementing a parks and recreation master plan, and the redevelopment of its downtown. The Borough features a full-service police department, a recreation department that includes management of a community pool, a sewer utility and a municipal library.

Qualified candidates are invited to participate in the Borough Administrator search process by submitting: 1.) a cover letter, 2.) professional resume, 3.) three professional references (will only be contacted during final stages of recruitment process); and 4.) salary expectations for the position. Please provide all four items in one PDF and submit electronically

Submissions must be received no later than the end of business day January 13, 2023 by 4:00pm. The Borough of Bernardsville is an Equal Opportunity Employer.