



EMPLOYMENT OPPORTUNITY

The City of Northfield, NJ is seeking a highly motivated, organized and experienced professional to serve as its Part Time Business Administrator (21 HOURS PER WEEK). The Business Administrator serves as the chief administrative officer of the municipality and is responsible for day-to day operations of municipal government under the direction of the Mayor and governing body. The successful candidate will provide leadership to municipal department, assist in policy implementation, oversee personnel administration, participate in budgeting with the CFO and ensure efficient delivery of municipal services.

Responsibilities include:

- Direct and coordinate municipal operations and department heads
- Assist in the preparation and administration of municipal budget
- Develop and implement policies established by the governing body
- Oversee personnel administration, labor relations and risk management
- Prepare reports and recommendations for the Mayor and Counsel
- Manage purchasing, grants, contracts and special projects
- Ensure compliance with applicable federal, state and local laws and regulations

Qualifications:

- Bachelor degree in Public Administration, Business Administration or a related field preferred
- Prior municipal government experience
- NJ Certified Municipal Finance Officer (CMFO), Qualified Purchasing Agent (QPA), Registered Municipal Clerk (RMC) or Certified Public Manager (CPM) certifications are a plus
- Thorough knowledge of New Jersey municipal government, budgeting personnel administration and public finance
- Excellent communication, leadership, organizational and interpersonal skills

Compensation: up to \$60 per hour depending on qualifications

Interested candidates should submit employment application and resume, along with salary requirements, to the Office of the Municipal Clerk, 1600 Shore Road, Northfield, NJ, or via email to scampbell@cityofnorthfield.org. The City of Northfield is an Equal Opportunity Employer. Deadline to apply is August 21st.