

FULL-TIME BOROUGH ADMINISTRATOR – BOROUGH OF MANASQUAN, County of Monmouth, NJ. The preferred candidate must have experience in municipal government in the State of New Jersey and must possess an understanding of all functions of municipal government including municipal finance as well as a mastery of organizational, communication and managerial skills. The Administrator shall act as project management, supervise all Borough administrative functions and enforce all Borough policies including budget preparations, purchasing and oversee the sound operation of all municipal departments. The Administrator shall act as the liaison between administration and the governing body and shall advise on policy and administrative matters. Attendance at Borough council meetings is required. Salary based upon qualifications and experience. Background check required. Applicants should submit a letter of intent, resume and salary history to Barbara Ilaria, Borough Clerk, Borough of Manasquan, 201 East Main Street, Manasquan, NJ, 08736, or via email to bilaria@manasquan-nj.com. Deadline for submission is November 18, 2016. Borough reserves the right to interview candidates prior to deadline.