STRATFORD BOROUGH

TITLE: ACTING MUNICIPAL ADMINISTRATOR

TERM: In accordance with Borough Ordinance 2019:07 - 90 Days.

RESPOND BY DATE: Wednesday September 30, 2020

The Borough of Stratford is accepting resumes from qualified candidates for the position of Acting Municipal Administrator. Applicants must clearly demonstrate executive and administrative qualifications and demonstrate substantial municipal management experience with significant municipal operations experience. At a minimum, the successful candidate is required to immediately perform the following duties and functions without supervision:

1. Serve as the chief administrative officer. The Acting Municipal Administrator shall be the chief administrative officer of the Borough of Stratford and shall direct and supervise the administration of all departments and officers of the Borough government, following consultation with, and subject to the approval of the Governing Body. The authority of the Mayor and Council to supervise the administration of all departments shall be transmitted through the Acting Municipal Administrator where not prohibited by state statute and all subordinate employees of the Borough shall be responsible to said authority.

2. The Acting Municipal Administrator shall be required in all instances to consult and confer with, and obtain the consent of, the Mayor and/or the members of the Council who serve as Chair or Co-Chair of a particular department prior to instituting or undertaking any action with respect to said department, and the Acting Municipal Administrator shall implement all decisions and orders as directed by the Mayor & Council.

3. The Acting Municipal Administrator shall work up to, but no more than, 20 hours per week and is expected be available 24/7 to meet the needs of the community, Governing Body and department heads.

A 90-Day fixed rate Shared Services Agreement will be considered, and municipal temporary services or consulting firms may apply. Firms must provide the resume and qualifications for the personnel to be placed.

Please submit a cover letter with salary requirement, resume and three professional references by facsimile or email to:

Acting Municipal Clerk Michaela Bosler
307 Union Avenue
Stratford, NJ 08084
michaelabosler@stratfordnj.org
Fax# 856-783-7919