

Borough Administrator, Dumont Borough. The Borough Administrator, as established by State law and the Dumont Borough Code, is the Chief Administrative Official, who, amongst other items, fulfills human resource, financial management, risk management, capital planning and oversight and land use functions, including a working knowledge of affordable housing. Demonstrable knowledge of labor negotiations, municipal budget preparation and controls, purchasing and the implementation of goals established by the Mayor and Council is required. Candidates must possess excellent written and oral communication skills to deal with all levels of government and the community. Candidates must be detail-oriented with the ability to multi-task. The Borough Administrator shall be appointed on the basis of their executive and administrative abilities and qualifications with special regard to education, training and experience in governmental affairs and shall have, at a minimum, a bachelors degree and at least five (5) years of New Jersey municipal management experience. A Masters in Public Administration (MPA) and/or a Masters in Business Administration (MBA) may be substituted for two (2) years of municipal management experience.

Interested candidates must send a cover letter with salary requirements, references and resume to Jeanine Siek, Interim Borough Administrator, at the Dumont Borough Municipal Building, 50 Washington Avenue, Dumont, New Jersey 07628 in a sealed envelope via overnight mail, regular mail of any type (registered, certified etc) or via hand delivery. Faxes and emails shall not be considered acceptable. The outside envelope containing all information shall be marked "Personal and Confidential" and "Dumont Borough Administrator". Failure to mark both items on the outside of the envelope shall disqualify the person(s) submitting such information from consideration and returned unopened. The Borough shall not be responsible for any failures by any party to deliver said information in a timely manner. Any materials received after the due date and time shall not be opened and shall be returned unopened. All information shall be due to Ms. Siek no later than 11:00AM, Thursday June 8, 2023. The Borough shall open the envelopes in the Borough Council Chambers, 50 Washington Avenue, Dumont, New Jersey 07628 at 11:30AM, Thursday June 8, 2023. At said time, the Borough will indicate the name(s) of the person(s) who have submitted said information and confirm the existence

of a cover letter, resume and references only, but nothing else will be announced.