

TOWNSHIP OF EVESHAM

JOB OPPORTUNITY

TITLE: DEPUTY TOWNSHIP MANAGER
DEPARTMENT: Township Manager's Office
SALARY: Commensurate with experience
SCHEDULE: MONDAY – FRIDAY 8:30AM – 4:30PM
Flexibility with schedule as necessary
Must be available for evening Council Meetings

Faulkner Act (Council-Manager) form of government. **Executive level position** responsible for assisting Township Manager in directing, coordinating, and managing the Township's administration in accordance with policies established by the Township Council and the delivery of service to its residents. This position will have direct oversight of the Department of Public Works and will be responsible for the proper and efficient delivery of all public works functions of the municipal government. The Deputy Township Manager assumes the duties of the Township Manager as required.

The ideal candidate will have extensive management experience in municipal/government operations; strong analytical and project management skills; grant writing and administration; ability to develop and maintain effective working relationships with staff and officials; proficiency in written and verbal communication using the English language. Strong public relations skills a must.

Bachelor's Degree in Public Administration, Business, or related field required. Advanced degree preferred; Extensive management experience in government operations (preferably municipal) or similar customer service oriented businesses required. Five years as a Deputy or Assistant Township Manager preferred.

Submit résumé to Township of Evesham, Human Resources Office, 984 Tuckerton Road, Marlton, New Jersey 08053 or www.hr@evesham-nj.gov by March 15, 2021. EOE

March 3, 2021