

Township of Verona
Office of the Township Council
Municipal Building
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



Website: www.VeronaNJ.org/jobs
JobOpportunities@VeronaNJ.org

CAREER OPPORTUNITY

TITLE: DEPUTY TOWNSHIP MANAGER
LOCATION: Verona Municipal Building
TITLE CODE: UA Deputy Municipal Manager

ISSUE DATE: 1/2/2025 CLOSING DATE: 1/24/2025*
OF POSITIONS: 1
SALARY: Commensurate with experience and qualifications

DESCRIPTION: The Township is seeking a highly qualified, experienced, and motivated Deputy Manager to assist the Township Manager with the daily operations and general management of the Township. Responsibilities include but are not limited to: analyzing, reviewing, and suggesting revisions of municipal policies, procedures, resolutions, and ordinances to make local government more responsive to the needs of its residents, participation in budget preparation, capital planning, personnel, labor relations, grants, risk management and projects and other duties as required by the Township Manager. Candidate must exhibit exemplary leadership qualities. The Deputy Manager will assist the Manager in the day-to-day operations of a complex and successful municipal government and must possess excellent organizational and communication skills. Knowledge of municipal finance and budgeting is preferred, along with knowledge of operating water and wastewater treatment utilities. The successful applicant must also have the ability to interact with the public, department heads, employees, volunteers, and government officials. Attendance at all meetings of the Township Council is required.

REQUIREMENTS: A Bachelor's degree is required along with a minimum of three years of management experience (municipal government preferred). Postgraduate education (MPA, MBA, etc.) is preferred and will be considered as part of the evaluation process along with previous experience.

APPLY:

Qualified candidates should send cover letter and resume including compensation requirements, to the Township Manager at: jobopportunities@veronanj.org.

*All applications must be received no later than 4:00 p.m. on the Closing Date listed above. Management reserves the right to interview and retain qualified candidates before the closing date.

DEPUTY TOWNSHIP MANAGER

DEFINITION

Assists the Township Manager in analyzing, reviewing, and suggesting revisions of municipal policies, procedures, resolutions, and ordinances to make local government more responsive to the needs of its residents; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Assists the Township Manager in specific areas.

Directs the initiation of research related to community attitudes and tensions and the rendering of appropriate reports to the Township Manager, and department heads.

Reviews department policies, procedures, rules, and regulations which may contribute to or effect community relations.

Prepares reports to the Township Manager or department heads regarding same.

Organizes, develops, and suggests new programs.

Meets with department heads and employees to explain programs and changes in procedures.

Acts as a representative of the jurisdiction at functions when the Mayor or Township Manager is unable to attend.

Alternates with other department heads in acting for and in place of the Township Manager.

Has the authority to give directions to department heads.

May assist the Township Manager in advising the local governing body on matters of policy.

Receives all complaints concerning municipal procedures, services, or employee behavior.

Routes complaints to the appropriate municipal agency for disposition and follows up on same to ensure that complaints are handled quickly/adequately, recording progress and dispositions made by such agencies and reports back to the complainant.

Reviews municipal programs/activities and evaluates their administration, objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishments.

Appraises the adequacy and efficiency of operating systems, giving advice where necessary.

May implement administrative improvements including work systems, organizational changes, and program procedures.

Meets with the public.

Drafts correspondence.

Prepares reports containing findings, analysis, conclusions, and recommendations.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one year of experience.

EXPERIENCE:

Four (4) years of management experience which shall have involved all of the following management functions: (1) Setting program or organizational goals and objectives, (2) establishing organizational structure or determining need for and developing plans for organizational changes, (3) setting policy for the organization or program managed by establishing program emphasis and priorities and developing operating and procedural guidelines, and (4) directing the work of the organization or program through subordinate levels of supervision.

NOTE: Possession of a Master's degree from an accredited college or university with a major course of study in human services administration, business administration, public administration, industrial management, industrial engineering, management science, or in a program related to the organization, Operation, administration, and control of private or public organizations may be substituted for one (1) year of the above experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.
New Jersey QPA certification

KNOWLEDGE AND ABILITIES:

Knowledge of problems involved in the administration of municipal affairs.

Knowledge in the integration and coordination of department activities, and all phases of municipal operations.

Ability to work effectively and harmoniously with members of the governing body and other municipal officials.

Ability to make plans for effective utilization of available funds, personnel, equipment, materials, and supplies.

Ability to provide heads of departments and others with needed advice and assistance when difficult problems arise.

Ability to see that operational procedures are followed and that desired municipal objectives are achieved.

Ability to prepare and supervise preparation of correspondence and budgets.

Ability to supervise municipal operations including financial and personnel records and paper work, the purchase, receipt, storing, and issuing of equipment, materials, and supplies, and the collection, analysis, and interpretation of data as to collections, Expenditures, budgets, stores, and other operation procedures.

Ability to supervise the budgeting of funds to departments within the municipality and the maintenance of records showing the expenditure of funds by the departments.

Ability to see that proper relations are established and maintained among the personnel of the various departments and with the general public.

Ability to prepare and supervise preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to supervise the establishment and maintenance of extensive records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.