

NOTICE OF POSTING OF VACANCY

TOWNSHIP OF WALL

Position Title: Township Administrator

Department: Administration

The Township of Wall is seeking a dynamic and qualified Township Administrator to serve as the chief administrative officer to oversee the efficient and economical operation of all Township departments. This pivotal role involves managing personnel, preparing budgets, overseeing purchasing, and implementing Township Committee directives.

Qualifications:

- Proven executive, administrative, and technical expertise, with a focus on local government experience.
- Ability to become a Township resident within six months of appointment (extensions possible for exceptional circumstances).
- Strong leadership, organizational, and communication skills.

Key Responsibilities:

- Supervise and direct all Township departments, employees, and operations.
- Act as the personnel officer; managing hiring, promotions, and disciplinary actions.
- Prepare and administer the Township budget, attend Committee meetings, and implement policies.

Compensation:

The salary range for this position is \$50,000 - \$235,331 as set by the Township's General Salary Ordinance. Additional benefits include participation in the New Jersey Public Retirement System, if eligible, and a comprehensive benefits package.

Interested applicants should submit a cover letter, resume, and professional references, to the Township Clerk: rlang@wallnj.gov by **August 6, 2025**. Only applicants who, in the opinion of the Township Committee, possess the qualifications will be considered. The Township reserves the right to interview candidates before the application deadline. Wall Township is an equal opportunity employer.

Posted: 07/25/25

Remove: 08/06/25