

BOROUGH ADMINISTRATOR – Borough of Neptune City, County of Monmouth. The Borough has a population of 5,000 and is approximately 1 square mile. The Borough is seeking a full time Administrator. Responsibilities include, but not limited to, overseeing Finance and all other municipal departments. Other responsibilities include: applying and administering grants, overseeing capital projects, participation in collective bargaining, and liaison to the Governing Body. Requirements: BS/BA required. Minimum of at least 5 years of Administrative experience in Municipal Government in the State of NJ. Excellent interpersonal and communication skills. Experience with the Edmunds software systems is preferred. Applicants should submit a resume and letter of interest to Clerk's Office, Borough of Neptune City, 106 w. Sylvania Ave., Neptune City, NJ, 07753 or via e-mail to clerk@neptunecitynj.com. Deadline for submission is February 18, 2019. Salary will be based on qualifications and experience. Neptune City is an Equal Opportunity Employer.

MUNICIPAL CLERK- FULL TIME - (Neptune City Borough)

Position available immediately. The successful candidate will be a strong communicator with strong organizational, collaborative and interpersonal skills. The ideal Applicant will possess knowledge of all aspects of the proper operation of a Municipal Clerks office in accord with applicable New Jersey statutes. The Applicant must be capable of effectively working with the governing body in accomplishing the issues facing a municipality. The candidate should reside within a reasonable distance from the Borough of Neptune City. The candidate must be able to demonstrate effective agenda preparation and governing body communication strategies, effective OPRA response strategies, custodial skills of all municipal corporation records, minutes, books, deeds, contracts among others, knowledge of managing elections, knowledge of ordinance and resolution preparation and advertisement requirements. The Applicant shall be capable of effectively drafting their own correspondence, and resolutions. The applicant will possess a Registered Municipal Clerk license as per N.J.S.A. 5:32-5 et. Seq., or pursuing such a designation while appointed to the position as per N.J.S.A. 5:32-5.3. Prior successful experience as a deputy municipal clerk or appointed municipal clerk is desired. To apply, electronically please email resume, cover letter and salary history and requirements to clerk@neptunecitynj.com. Closing date February 15, 2019. Salary range DOE/DOQ. The Borough of Neptune City is an Equal Opportunity Employer.



NEPTUNE CITY POLICE DEPARTMENT

Edward D. Kirschenbaum, Sr.
Director of Public Safety

106 WEST SYLVANIA AVENUE
P.O. BOX 2098
NEPTUNE CITY, NEW JERSEY 07754-2098
(732) 775-1615 FAX (732) 776-5162

Matthew J. Quagliaro
Captain

The Neptune City Police Department is accepting applications for the position of Police Officer, and Class Two Special Law Enforcement Officer (SLEO II)

Applicant Requirements

All applicants, in addition to statutory requirements, must satisfy the following prerequisites, and the essential functions mandated by Neptune City Police Department recruitment, to receive consideration for appointment:

- Must be a certified SLEO II, and eligible for a waiver
- Must be named on the current Police Officers Eligibility List for non-Civil Service Municipalities issued by the Monmouth County Police Academy, or be certified by the New Jersey Police Training Commission as having satisfactorily completed the Basic Course for Police Officers (This certification must be valid at the time of application)
- Applicants possess a high school diploma, and a minimum of an Associate's Degree in a field related to Law Enforcement at an accredited college or university. Or, in lieu of an Associate's Degree, must have completed two or more years of active duty in any branch of the Armed Forces of the United States. Two or more years of Reserve or National Guard time does not meet this requirement unless the applicant was on active duty for at least twenty four months.
- Must be over 18 -34 years of age at the time of appointment;
- Must possess a valid New Jersey Driver's License at the time of appointment
- Only citizens of the United States are eligible for appointment to the Neptune City Police Department.