



## **City of Pleasantville Job Announcement**

**CITY ADMINISTRATOR-Fulltime**-The City of Pleasantville is seeking a professional to serve as the City Administrator under the direction of the Mayor. Responsibilities include but are not limited to; integrating and coordinating activities of various departments. Supervising, and assisting in the preparation of the budget and administering budgetary control. Advises the governing body of policy matters and acts as a liaison between the governing body, municipal attorney, engineer, boards, and other professionals. Prepares and supervises reports, agendas, and correspondences. Receives, distributes, and responds to questions, comments and problems presented by citizens. Advises Municipal Officers on public relation matters; does other related duties. Strong verbal and written communication skills, knowledge of municipal operations, laws, and governance, and the ability to plan and administrate the financial operations of the municipality. The ability to establish and maintain an effective liaison and cooperative working relationships with officials and staff of the municipality. The ability to plan, organize, and coordinate work situations where numerous diverse demands are involved. Proficient in office productivity software such as Microsoft Office Suite. Bachelor's degree from an accredited college. Additional work exp. may be substituted based on 1 year for each 30 semester hours of credit. Five (5) years of management experience involving setting program or organizational goals and objectives. Setting policy and procedural guidelines, and directing the work through subordinate levels.

**Closing Date: February 7, 2025**

**Please email your resume and application by the closing date to  
[dbrown@pleasantvillenj.us](mailto:dbrown@pleasantvillenj.us)**

**Applications can be picked up at Pleasantville City Hall, 18 N. First Street,  
Pleasantville, NJ 08232  
or download at <http://www.pleasantville-nj.org>**