



BOROUGH ADMINISTRATOR

Key Responsibilities:

- To supervise the day-to-day operations of the Borough, and all departments and Borough personnel per Chapter 46 of the Borough Code.
- Must possess strong Human Resources skills and will be responsible to promote, demote, transfer, discipline and discharge any and all employees of the Borough.
- Negotiate all employee and union contracts along with the negotiation Committee.
- Responsible for implementing, interpreting and enforcing Borough policies.
- Attend all public Borough meetings and conduct staff meetings as deemed necessary
- Review all Borough insurance programs and shall work with the Chief Financial Officer in maintaining a health insurance program.
- Be responsible to coordinate and manage all capital projects and to update the Board of Commissioners on the same including project oversight in conjunction with Borough engineer and other professionals.
- Oversee all grant projects in ensure they are completed timely.
- Respond to citizen requests and complaints.
- Liaison to the Board for all federal, state and local agencies
- Such other duties regarding all departments and offices within the Borough of Wildwood Crest as requested by each Commissioner.

Qualifications:

- Minimum of 5 years experience in municipal government administration and supervisory experience.
- Exceptional verbal and written communication skills that foster collaboration, responsiveness, and respect.
- Computer experience a must.
- College Degree necessary.

Why the Borough of Wildwood Crest?

- Competitive salary, commensurate with experience and qualifications.
- Comprehensive benefits package – AmeriHealth, Dental and 457b offered
- Professional work environment.
- Support for professional training and continuous education with opportunities for growth and development.

Apply today!!! For more information, visit www.wildwoodcrest.org/jobs.php or contact Human Resources at humanresources@wildwoodcrest.org. The Borough Wildwood Crest is an EEO employer. Resumes will be accepted until 02/27/2026.