

# NOTICE OF JOB OPPORTUNITY



<b>Posting Date:</b> 4/14/2025	<b>Closing Date:</b> Open until filled	<b>Salary:</b> Commensurate with experience
<b>Job Title:</b> Deputy County Administrator	<b>Department:</b> County Administrator's Office	

<b>Job Description:</b>
<p>The successful candidate must have at least 5 years of New Jersey local municipal/county government managerial experience. Ideal candidate must be comfortable working in a fast-paced office in a diverse county. Requires excellent written, computer and verbal communication skills. Responsibilities include interaction with County Commissioners, statutory and constitutional officers, public information, financial administration, special projects, responding to citizens inquires and assisting the County Administrator in the administration of county business through all department heads. At least 6-night meetings a month.</p> <p>Salary range between \$95,000 and \$110,000, based upon experience.</p> <p>To apply for this position, please submit a resume and cover letter to Matthew P. Jordan, Esq., County Administrator via email to <a href="mailto:matthewj@passaiccountynj.org">matthewj@passaiccountynj.org</a>.</p>

<b>Requirements:</b>
<b>Education:</b>
<b>Experience</b>
<b>Note:</b>
<b>License:</b>

<b>To Apply For This Position:</b>	
<p>If you qualify and would like to be considered, submit a letter of interest and your resume (including daytime phone number and email address) to the email address listed below. You must submit your response by the closing date shown above and indicate the job title in the subject line.</p>	
<b>E-Mail:</b>	<b>Matthew P. Jordan, Esq., <a href="mailto:matthewj@passaiccountynj.org">matthewj@passaiccountynj.org</a></b>
<p>Newly hired employees must agree to a thorough background check that may include fingerprinting.</p> <p>As of September 2010, in accordance with N.J.S.A 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey or secure an exemption.</p>	