



HELP WANTED

Quality of Life Director - The Borough of Point Pleasant Beach is seeking applicants for the F/T position of Quality of Life Director. HOURS: 40 hours/week. SALARY: \$50,000.00 - \$60,000.00/annum. REQUIREMENTS: Under the direction of the Borough Administrator, serves as head of business and economic development; confers with and advises potential developers of requirements for engaging in project development in the jurisdiction, and listens to their proposals; identifies, develops and facilitates County, State and Federal funding opportunities; analyzes financial feasibility of development projects, and identifies and helps developers seek sources of funding for projects; plans and recommends uses of public owned land and buildings; assists with historic preservation; performs varied administrative duties which may be confidential in nature and involve trouble shooting; performs varied types of field and office work involved in seeing that residents, businesses and citizens comply with various municipal ordinances; serve as a point of contact for new town website and any new computer systems; manages town wide calendar; addressing and resolving issues related to quality of life; working with the public and/or various governmental agencies acting as a liaison between the Governing Body and the public; Represents the Mayor and Administrator at speaking engagements, hearings and conferences and attends meetings of Municipal agencies as requested; investigates problems or complaints received and makes recommendations for solutions; researches and implements a quarterly newsletter; conducts surveys of limited scope where the objectives, procedures, documents and data collection techniques are defined, and coordinate support services to ensure the availability and efficient use of resources needed to accomplish the goals of the administration. EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree, specific and relevant experience in business and economic development. Employment applications are available in the Municipal Clerk's office and on the municipal website. E-mail completed application and resume to Administrator Christine Riehl, criehl@pointbeach.org by February 21, 2020. EOE

Eileen A. Farrell, RMC
Municipal Clerk