

Township Administrator / Director of Public Safety
Township of Middletown, Monmouth County, New Jersey

The Township of Middletown is seeking a full-time, experienced professional to serve as **Township Administrator and Director of Public Safety**. Middletown is a 42-square-mile community in Monmouth County with a population of approximately 67,000 residents and both ocean and bay coastal frontage. The Township is economically diverse and composed of numerous distinct neighborhoods. The current Administrator will be retiring after serving since 2008.

Middletown is the 20th largest municipality in New Jersey and provides a full range of municipal services requiring strong leadership, creative thinking, and effective management.

The Township Administrator reports directly to the Mayor and Township Committee and serves as the Chief Administrative Officer of the Township. As Director of Public Safety, the Administrator oversees the Police Department's hiring and personnel functions and the Office of Emergency Management.

Key Responsibilities Include:

- Ensuring that all ordinances, resolutions, policies of the governing body, and applicable state laws are properly implemented
- Providing executive oversight of all municipal departments, department heads, and supervisory staff
- Managing and implementing daily municipal operations
- Facilitating Township Committee meetings and ensuring timely distribution of public information
- Supervising all hiring and human resources activities, including employee relations and labor contract administration, in consultation with labor counsel and departmental leadership, while adhering to all New Jersey Civil Service requirements
- Overseeing the municipal budget process
- Serving as liaison to Township professionals, including attorneys, engineers, planners, auditors, and insurance risk managers/joint insurance funds

Qualifications:

- Minimum of **7–10 years of experience** as a municipal manager or department head in local government
- At least **5 years of experience as a Municipal Administrator**
- Strong knowledge of municipal operations, including finance, purchasing, personnel administration, insurance, and labor negotiations
- Excellent leadership, communication, and multitasking skills
- Experience with New Jersey Civil Service rules preferred but not required
- Bachelor's degree required; **master's degree in public policy or public administration preferred**

Attendance at evening Township Committee meetings and other evening meetings as required is mandatory.

Salary: \$210,000 – \$260,000 annually, commensurate with qualifications.

Application Process:

Please submit a cover letter, résumé, and copies of relevant licenses by **March 31, 2026** to:

Cindy Veneziano
Personnel Manager
cvenezia@middletownnj.org

No phone calls, please.