




Montclair

**TOWNSHIP
MANAGER**

Ideal Candidate Profile

This profile was developed following extensive interviews with each member of the governing body and the Township's senior management team. The Mayor and Council invite qualified applicants who can demonstrate the skills and experience listed below to apply to be Montclair's next Township Manager.



- Experience as a chief executive or administrative officer leading between 200 and 300 employees in local government, military or corporate management.
- Advanced knowledge of local government services and operations and ability to work constructively with a governing body to develop strategic and effective policies and programs.
- Exceptional internal and external communication skills; including effective public speaking and presentation skills.
- Experience and skills related to organizational performance management and accountability. This includes analyzing financial trends and identifying opportunities for improved efficiency to optimize taxpayer resources.
- Experience related to long-range capital planning and construction project management.
- Advanced negotiating skills to be used in a wide range of potential situations including redevelopment agreements, general contracting, and collective bargaining, to name a few.
- An understanding of the methods and practices necessary to build a strong organizational culture focused on customer service and a collegial work environment.
- Familiarity with the New Jersey's Municipal Land Use Law (MLUL).

Educational Qualifications

An advanced degree in management, public administration, law or related field is desired but not required.

Compensation

The salary and benefits for the incoming Township Manager are negotiable and dependent upon experience and qualifications.

How to Apply

If you are interested in this unique opportunity, please submit a cover letter, resume and three professional references in one pdf file and email to Tom Czerniecki at JPM@JERSEYPROFESSIONALMGT.COM. Filing deadline is November 30, 2024.

Montclair Township Overview

Overview

Montclair Township, in Essex County, NJ, is located 12 miles west of New York City and is accessible to Manhattan by several railroad stations located within the Township. Montclair has a population of approximately 41,000 residents spread across an area of 6.3 square miles. In 2024, *Realtor.com* named Montclair as the 19th “hottest” market for homebuyers in the nation and second in New Jersey.

Montclair’s government is organized under the Council-Manager Plan (Faulkner Act) and is served by a 7-member governing body consisting of a directly elected mayor, two members elected at-large and four members representing each of the four wards. Elections are for 4-year concurrent terms.

Finances

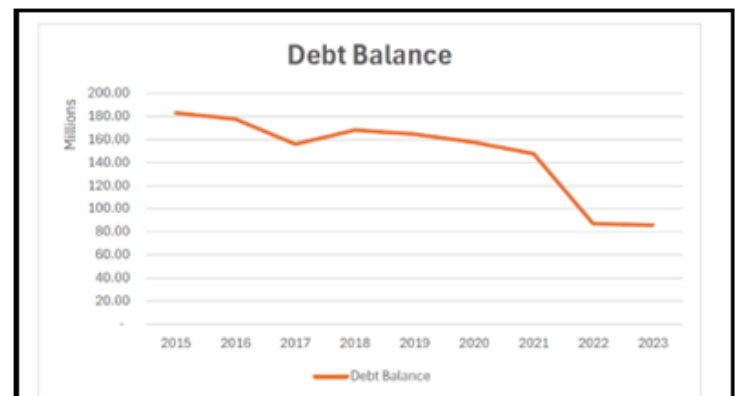
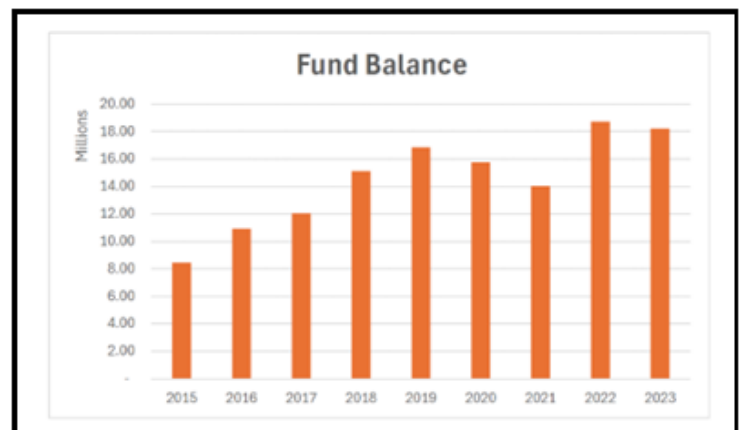
The Township’s 2024 municipal budget was approximately \$103 million, and its water and sewer utility budgets were approximately \$10 million.

Municipal finances are very well managed according to Standard and Poor’s most recent credit rating report (2021). The Township maintains a healthy fund balance (surplus), and carefully manages municipal debt. Annual debt service is approximately 12% of general expenditures, and net debt is well below 3% of valuation. Fund balance is approximately 18% of the operating budget. Fund balance and debt trends are shown on the graphs at the right.

Montclair’s tax base is primarily residential (85%), includes some commercial and industrial properties (10%) and apartments (5%). This stable mix combined with a high demand for housing in the community and sound financial management has resulted in the Township’s ability to secure an AAA bond rating from Standards and Poor’s (2021).

Government Services

The residents of Montclair support and benefit from a local government that provides a comprehensive array of local services. Some of the services that the next Township Manager will manage, which are somewhat unique relative to smaller municipalities, include: a paid professional fire department; a municipal animal shelter; a senior services department; a recreation and cultural affairs department responsible for youth athletics programming and the management of multiple municipal swimming pools and multiple cultural/civic events; and separate water and sewer utilities.



More About Montclair - Quality of Life

Montclair is one of New Jersey's most coveted towns to call home according to Christie's International Real Estate. Below are some helpful links for potential applicants.

School District: According to NICHE, Montclair's school district is a highly rated district in the State of New Jersey and enjoys a particularly well-rated faculty - <https://www.niche.com/k12/d/montclair-public-schools-nj/rankings/>

Public Transit & Access to New York City: Montclair has six train stations, providing ample opportunities to enjoy easy access New York City and the region - <https://www.montclairnjusa.org/Visitors/Getting-to-Montclair/By-Train-or-Bus>

Pedestrian Friendly Commercial Areas: Montclair offers six charming and pedestrian friendly business and shopping districts including:

Uptown Montclair - <https://www.umbanj.com/>

Watchung Plaza - <https://www.facebook.com/WatchungPlazaBusinessAssociation>

Frog Hollow - <https://www.thirteen.org/programs/in-your-neighborhood/rich-history-montclairs-frog-hollow-neighborhood-dpk1rv/>

Walnut Street - <https://www.facebook.com/WelcomeToWalnutStreet>

Montclair Center - <https://montclaircenter.com/>

South End - <https://www.facebook.com/southendbusinessdistrict>



Higher Education: Montclair is home to Montclair State University, the state's second largest university. Other nearby schools are Seton Hall University, New Jersey Institute of Technology, Rutgers-Newark and Caldwell University.

Arts & Theatre: Montclair Arts Museum - <https://www.montclairartmuseum.org/>; Montclair Film Festival - <https://montclairfilm.org/>; Montclair Jazz Festival <https://www.montclairjazzfestival.org/event-details/2024-downtown-jamboree>; Montclair State University Theatre <https://www.montclair.edu/theatre-and-dance/productions-and-events/> and Success Together (enrichment) <https://succeed2gether.org/>

Parks & Recreation: Township parks & trails- <https://www.montclairnjusa.org/Government/Departments/Recreation-Cultural-Affairs/Parks-and-Park-Facilities>; Essex County Parks - <https://essexcountyparks.org/parks/brookdale-park/about>