

BUSINESS ADMINISTRATOR

City of Camden, NJ

Position Overview

The City of Camden is seeking a dynamic, highly skilled, and experienced professional to serve as **Business Administrator**. Acting as the chief administrative officer of the municipality under the direction of the governing body, the Business Administrator is responsible for integrating, coordinating, and managing the diverse operations, departments, and administrative functions of the city.

We are looking for a strategic leader with **extensive budgetary expertise, robust management capabilities, and a proven track record** in municipal or organizational administration.

Key Responsibilities

- **Budgetary Leadership:** Supervise and assist in the preparation of the municipal budget, administer strict budgetary control, and ensure the effective utilization of available funds and financial resources.
- **Executive Management:** Direct and supervise the administrative matters and operations across all municipal departments; establish organizational goals, priorities, and procedural guidelines.
- **Governing Body Liaison:** Act as the primary agent of the governing body, prepare agendas, attend meetings, and advise on policy matters, personnel issues, and public relations.
- **Interdepartmental Coordination:** Maintain critical liaison roles with the municipal attorney, municipal engineer, planning board, zoning board of adjustment, and varied local boards.
- **Public & Community Relations:** Handle citizen inquiries and complaints, manage public information releases, and maintain essential records and files.

Requirements

- **Education:**

Graduation from an accredited college with a Bachelor's degree. *(Applicants lacking a degree may substitute professional work experience on the basis of one year of experience for each 30 semester hours of credit).*

- **Experience:**

- **Five (5) years of management experience** involving setting program or organizational goals/objectives, establishing organizational structures, setting policy and priorities, developing operating/procedural guidelines, and directing work through subordinate levels of supervision.
- *Note:* A Master's degree in Business Administration, Public Administration, Public/Human Services Administration, Industrial Management, or a related field may be substituted for one year of the required experience.

- **License:**

- Appointee must possess a driver's license valid in New Jersey if the operation of a vehicle is necessary to perform essential duties.

- **Skills & Competencies:**

- Comprehensive knowledge of municipal affairs, modern management principles, and financial operations.
- Demonstrated ability to plan, coordinate, and supervise complex business and administrative functions.
- Exceptional communication, reporting, and interpersonal skills.

How to Apply

Interested candidates should submit a cover letter, a resume and professional references, to the City of Camden, camdenBA@camdennj.gov by September 12, 2026

Salary Range: \$85,000-\$155,000

The City of Camden is an Equal Opportunity Employer.