



Jack Lipsett
City Administrator

Where Great Things Are Happening!™

POSITION AVAILABLE

MUNICIPAL DEPARTMENT HEAD (COMMUNITY DEVELOPMENT)

There is currently a position available for Municipal Department Head in the Community Development Department.

Under supervision of the City Administrator, you will be charged with attracting, developing and retaining businesses in the City. You will meet with businesses looking to relocate their operations in the City. Provide information and support to have those businesses relocate or settle in Gloucester City.

Administrate past and future grant funding for the local Home Improvement Programs under the RCA and Small Cities Grants.

Administer all paperwork and work with Camden County Improvement Authority to coordinate all construction work and loans under the Home Improvement Program. Also, work with City Council to release mortgage liens from CCIA.

Work with mortgage and title companies for lien payment amounts and settlement information.

Work with all City Departments on various projects throughout City.

Work with State Departments including DCA, DOT and DEP.

Will be in charge of coordinating and planning all Celebrations events such as parades, concerts, fireworks and any other public celebrations in Gloucester City.

Will also coordinate the publishing of the community calendar and collection of all ad revenue for the yearly community calendar.

Will also work closely with the Gloucester City Economic Development Corporation, Gloucester City Urban Enterprise Zone and the Gloucester City Business Association on various projects and initiatives.

All other duties assigned by Administration.

Salary is dependent on qualifications.

Resumes/ job applications should be submitted to Jack Lipsett, City Administrator, 512 Monmouth Street, and Gloucester City by December 11, 2018