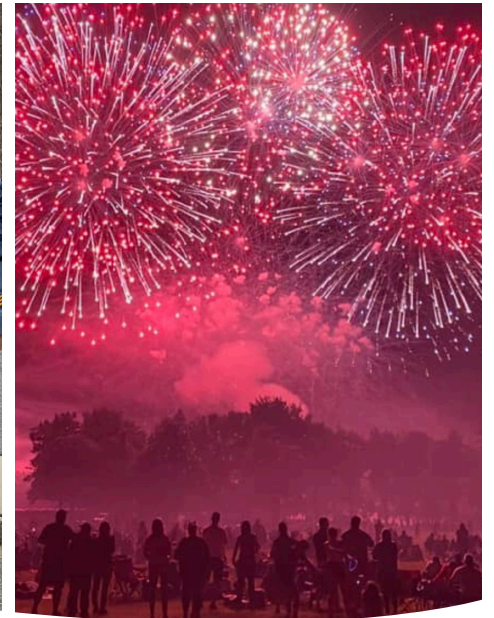


THE TOWNSHIP OF  
**ROXBURY, NEW JERSEY**



INVITES YOUR INTEREST IN THE POSITION OF  
**Township Manager**





# ROXBURY — AN OUTSTANDING OPPORTUNITY



## ABOUT THE COMMUNITY OF ROXBURY TOWNSHIP

The Township was formed in 1740, and incorporated in 1798 as part of the first group of Townships approved by the State. The Township contains 21.98 square miles, and is home to approximately 23,140 residents. The demographic breakdown of the community yields a diverse population that is 73.49% White, 14.55% Hispanic, 5.63% Asian and 2.82% Black. Roxbury is located about 36 miles from New York City, on the Route 80 corridor between New York and the Poconos. The Township is the gateway to Hopatcong State Park and Lake Hopatcong, the largest recreational lake in New Jersey. The Township is conveniently located at the intersections of I-80, State Highways 46, 10 and 206, along with proximity to I-287 and 280, and State Highways 24 and 202. Two NJ Transit rail stations and a commuter bus service provide access to Newark and New York City.

The Township is comprised of six communities (Lower Berkshire Valley, Kenil, Landing, Ledgewood, Port Morris, and Succasunna) with their own unique character, history and traditions. The Roxbury School District has seven schools covering K-12.

The Township provides an array of services, including a local Police Department with 42 sworn officers, several local parks providing active and passive recreational opportunities, water and wastewater treatment services, with a portion of the Township being served by a private water company (NJ American Water). Fire and EMS service is provided through three volunteer companies.

## ABOUT THE TOWNSHIP GOVERNMENT

The mission of the Township of Roxbury is to provide responsive, cost-effective and high quality services to the Township's residents. Since 1980 the Township has operated as a Council/Manager government under New Jersey's Faulkner Act. There are seven elected Township Council Members who are elected on a partisan basis to four-year staggered terms. The Mayor is selected from among the Council Members. Four Council Members are elected by Ward, and three are elected At-Large. Three seats are up in the next election, to be held in November, 2025.



The Township has 135 employees, and an all funds budget of \$40 million.

## ABOUT THE CANDIDATE

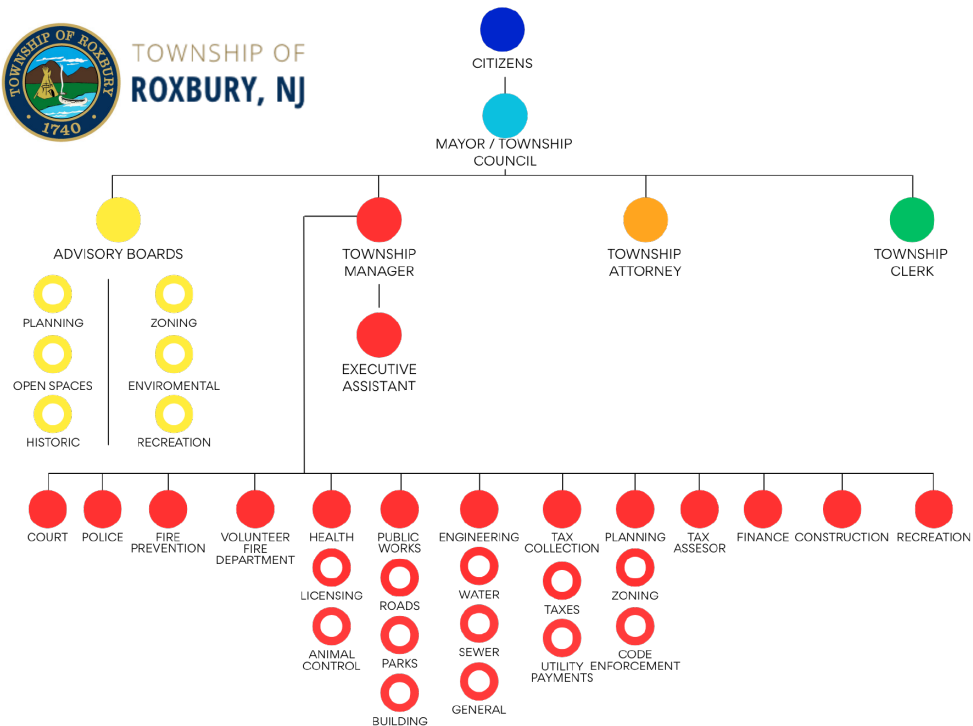
Roxbury Township seeks a proven, dedicated, responsive and experienced individual for the position of Township Manager. The ideal candidate will be an experienced leader with a background in Township or city management, local governance or public affairs. The candidate will be a strong leader and administrator with excellent communication skills.

The successful candidate will also possess, as a minimum, a bachelor's degree with a major in Public Administration or related field. A graduate degree is preferred. The candidate will have seven to ten years of local government experience, with at least five years of executive level experience. The Township requires a hands-on Manager who is a strong negotiator, and is innovative and technology savvy. The Manager must be fiscally responsible and exude a high level of integrity at all times. The ideal candidate must also be an avid listener, critical thinker and possess excellent interpersonal, oral and written communication skills. The individual should be knowledgeable in all aspects of municipal government (public safety, public works, budget/finance, human resources, labor relations and economic development) and have the ability to convey complex information in simple terms.

The Township Manager must have the ability to develop and maintain effective working relationships with the Township Council, Township employees, other local, county, state and federal officials, as well as the community at large. The elected officials expect the Township Manager to exhibit a welcoming style, as well as someone who is engaged in the community.



## TOWNSHIP OF ROXBURY, NJ



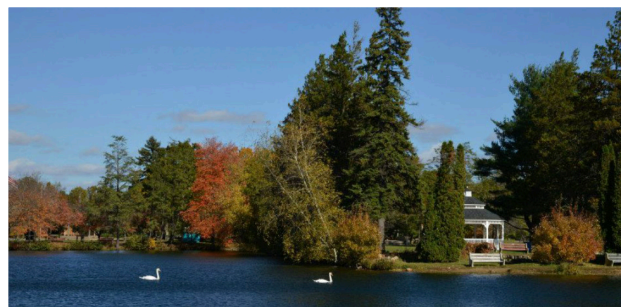
### ABOUT THE POSITION

The Township Manager is appointed by and serves at the pleasure of the Town Council. The Township Manager shall be chosen on the basis of his/her executive and administrative qualifications. The successful candidate shall be required to:

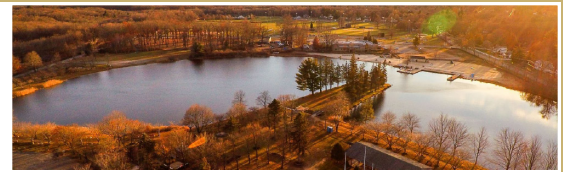
- Be the chief executive and administrative officer of the Township
- Direct and supervise the administration of all departments of the Township, and be responsible for the maintenance of sound personnel policies and administrative practices
- Execute all laws and ordinances of the Township
- Appoint officers and employees of the Township
- Function as Township Clerk in Clerk's absence or disability
- Negotiate contracts, and make recommendations concerning municipal improvements
- See that all terms and conditions imposed in favor of the Township or its inhabitants in any statute, public utility franchise, or other contract, are faithfully kept and performed
- Attend all meetings of the Township Council with the right to take part in the discussion, but without the right to vote
- Recommend to the Township Council such measures as deemed necessary, keep the Council advised of the Township's financial condition, make reports to Council as requested, and provide an annual report on the administration and status of the local government
- Act as head of any department in the event of any vacancy or the absence or disability of a department head, or designate another Township officer to serve temporarily in such event
- Perform such other duties as may be required by charter, ordinance or resolution of the Township
- Execute contracts of the Township upon approval of the contracts by the Township Council

### OPPORTUNITIES AND CHALLENGES FACING THE TOWNSHIP

- Capital Improvement Plan Funding
- Brownfield Redevelopment
- Water System Capital Improvements
- Affordable Housing Mandate Impact
- Management of Growth and Development
- Fire Department Apparatus Replacement Funding
- Expand Revenue Sources through Grants and Economic Development







## COMPENSATION & BENEFITS

The Township Manager for Roxbury Township can expect a salary in the range of \$170,000 to \$205,000, depending on qualifications and experience. The successful candidate will also receive a competitive benefit package. Relocation expenses may be negotiable. Residency in the Township is required, but the Township Council may waive this provision.



**MERCER GROUP ASSOCIATES**

## HOW TO APPLY

Cover letter, resume and at least four professional references should be sent via email by 11:59 pm EDT on **September 2, 2025**. Send to

**David J. Deutsch, Senior Associate**  
**Mercer Group Associates**

**Cell phone: 301.343.6033**  
**Email: daviddeutsch610@gmail.com**  
**Website: [www.mercergroupassociates.com](http://www.mercergroupassociates.com)**

*The Township of Roxbury is an Equal Opportunity Employer. The Township does not discriminate on the basis of race, color, religion, age, country of origin, marital status, disability, sexual orientation, gender orientation, political affiliation, or status in any group protected by federal, State or local law in employment or the provision of services.*