

Director of Personnel

Willingboro Municipal Utilities Authority (WMUA). Located in Willingboro, NJ offers a unique experience to our 50 employees – we provide the resources and opportunities for career development and advancement, as well as the attentions, camaraderie, and care for one another. We offer competitive benefits, including Health and Dental and paid vacation.

Our focus is on producing and distributing the highest quality drinking water, clean and safe, as well as collecting and treating wastewater, and returning it safely to the environment, makes this a particularly exciting time to join the WMUA.

We are committed to diversity, equity, and inclusion: as well as supporting the communities we serve. It's an exciting tome to be part of the WMUA.

Willingboro Municipal Utilities Authority (WMUA) located in Willingboro, NJ is seeking a qualified experienced candidate for the position of Director of Personnel. You will serve as the chief human resource administrator and will be responsible for the overall human resource function in the Willingboro Municipal Utilities Authority. You will direct and supervise the activities of the WMUA involved in maintaining liaison between the jurisdiction and the NJ Department of Personnel in matters of personnel administration.

- In conjunction with the Executive Director, establishes policy regarding personnel practices.
- Directs the personnel activities of the WMUA.
- Disseminates policy and procedural information to appropriate staff.
- Supervises preparation of legislation for the creation of new positions, and other personnel matters.
- Conducts or supervises the conduct of research for studies involving personnel issues.
- Prepares clear, sound accurate, and informative reports containing findings, conclusions, and recommendations.
- Coordinates the training needs of the WMUA.

Five (5) years of supervisory personnel experience, two (2) years of which shall have included responsibility for a major public or private industry personnel program including review of classification problems and wage studies, handling personnel problems and coordination of the training needs of the jurisdiction. A master's degree in Personnel Administration, Applied Psychology, or other related field from an accredited college or university may be substituted for one (1) year of indicated supervisory personnel experience.

Additional information:

Position is open until filled. Applicants whose background is a match to our requirement will be contacted.

Applicants should send a cover letter, resume, and salary requirement to:

Willingboro Municipal Utilities Authority
433 John f. Kennedy Way
Willingboro, NJ 08046
Attention: James J. Mackie, PE. Executive Director
Email: jmackie@wmua.info