

Township of Verona  
Office of the Township Manager  
Municipal Building  
600 Bloomfield Avenue  
Verona, NJ 07044  
973-857-4767



Website: [www.VeronaNJ.org/jobs](http://www.VeronaNJ.org/jobs)  
[JobOpportunities@VeronaNJ.org](mailto:JobOpportunities@VeronaNJ.org)

## CAREER OPPORTUNITY

TITLE: Director of Community Services  
LOCATION: Verona Community Center  
TITLE CODE: 05895 – Municipal Department Head UA

ISSUE DATE: 6/11/2025 CLOSING DATE: 7/11/2025  
# OF POSITIONS: 1  
SALARY: \$90,000 - \$110,000

**DESCRIPTION:** The Township is seeking a qualified and experienced Director of Community Services. The Department of Community Services oversees Recreation, Health Department and the Verona Community Pool. Responsibilities include, but are not limited to:

- Recreation Program Oversight
  - Program development, registration, and staffing
  - Program scheduling
  - Liaison with vendors
  - Township representative to the Recreation Sub-Committee
- Health Department Oversight
  - Liaison with Bloomfield Health Department (Health Department Shared Service)
  - Liaison with Wayne Animal Control (Animal Control Shared Service)
  - Medical Transport
- Verona Community Pool
  - Pool Staffing & Training
  - Event Management
  - Assist Public Information Officer with Pool related communications
- General
  - Township Field and Facility Rentals
  - Community Center Event scheduling
  - Analyze and recommend changes to ordinances and fee schedules

The Department of Community Services provides essential services to all residents of Verona and the Director must be able to manage the daily operations of the department and interact and communicate with members of the public. The Director will also be responsible to assisting with budget development for the Department and Pool, adhering to the annual budget, managing department purchases, and approving payroll.

**REQUIREMENTS:** A Bachelor's Degree is required along with a minimum of five years of municipal government experience three of which will have been in a supervisory capacity. Familiarity with Community Pass, Edmunds, and Primepoint Payroll is preferred but not required.

APPLY:

Qualified candidates should send cover letter and resume including compensation requirements, to the Township Manager at: [jobopportunities@veronanj.org](mailto:jobopportunities@veronanj.org). The Township reserves the right to interview applicants on a rolling basis and fill the vacancy before the closing date.

\*All applications must be received no later than 4:00 p.m. on the Closing Date listed above. Management reserves the right to interview qualified candidates before the closing date.