

JOB TITLE:

Business Administrator

JOB SUMMARY:

As Director of the Department of Administration, performs high-level administrative, technical and professional work in directing and supervising the administration of Township Government. The Business Administrator shall be chosen solely on the basis of executive and administrative experience or his or her knowledge of accepted practice in respect to responsibilities of the office as set forth below.

REPORTS TO:

Reports directly to the Mayor.

SUPERVISING:

Supervises all municipal employees either directly or through respective Department Heads; directly supervise the Municipal Court Administrator, Tax Assessor, Director of Senior/Social Services and the Purchasing Agent/Personnel Officer.

RESPONSIBILITIES:

Manage and supervise all departments, agencies and offices of the municipality to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.

Provide leadership and direction in the development of short and long range plans; gather, interpret and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.

Provide professional advice to the Mayor, Township Council and department heads; make presentations to boards, commissions, civic groups and the general public.

Communicate official plans, policies and procedures to staff and the general public.

Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned areas to assure sound fiscal control; assist the Mayor and Council in the preparation and adoption of annual budget; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Maintain harmony among workers and resolve grievances; perform, or assist subordinates in performing duties; adjusts errors and complaints.

Responsible for preparation of a variety of studies, reports and related information for decision-making purposes.

Advise Mayor and Township Council of financial conditions and current/future Township needs.

Attend all Township Council meetings.

Maintain a continuous administrative review of departmental operating methods, organization and management. In cooperation with the heads of the various departments and divisions thereof, he or she shall develop standards to improve administrative practice and procedure and the management of the Township government and shall make recommendations of such standards to the Mayor.

The statements contained herein reflect general duties as necessary to describe the principle functions of the position; the level of knowledge and skill typically required and the scope of responsibility, but should not be considered as all inclusive listing of work requirements. Individuals may perform other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree required from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field and five years experience as a business administrator. Master's Degree and/or CPM preferred

Knowledgeable in modern policies and practices of public administration, working knowledge of municipal finance, human resources, public works, public safety and community development.

Skilled in preparation and administration of a municipal budget; able to plan, direct and administer municipal programs.

How to Apply :

Posting Period: 05/07/2021 – 05/20/2021

Resumes & Applications are accepted via regular mail, fax or e-mail.

Fax: 732-657-2071

vdegregorio@manchestertwp.com

Regular Mail: Attention: Personnel Director Vincent DeGregorio

Manchester Township

1 Colonial Drive

Manchester, NJ 08759