

City of Burlington, NJ



Department of Administration

BC
7/18/2022

JOB POSTING

BUSINESS ADMINISTRATOR (Unclassified)

Posting Dates: July 19, 2022 to August 19, 2022

Full-time; evening meetings; unclassified appointment; salaried; FLSA status: Exempt. An individual with an unclassified appointment serves for a fixed term of employment or at the pleasure of the employer (appointing authority), and may not accrue seniority or permanency in the unclassified job title.

The City of Burlington, NJ is a Faulkner Act municipality with a Mayor-Council form of government pursuant to N.J.S.A. 40:69A-31, et seq., with its organization, position, powers and duties outlined within the Code of the City of Burlington as set forth pursuant to the Faulkner Act. The City of Burlington has adopted the Civil Service Rules of the State of New Jersey.

The Business Administrator is appointed by the Mayor with the advice and consent of the Common Council. The Business Administrator shall serve for the term of office of the Mayor and until the appointment of a successor.

The City of Burlington, NJ is a treasure trove of American history, where William Penn's Quakers founded West Jersey in 1677 based on the then unique American concept that all races, sexes, nationalities, and religions deserved equal rights. Over 300 years later, the City of Burlington remains a truly diverse, caring community that welcomes and respects all residents and visitors alike. Approximately 3 square miles in size, plus Burlington Island in the Delaware River, there are 9,962 residents as per the 2021 U.S. Census estimate.

Under the direction and supervision of the Mayor, the Business Administrator shall:

- Supervise the administration of all departments, divisions, offices and agencies of the City government, including approval of all appointments, removals and disciplinary actions by department directors;
- Coordinate regular meetings with department heads to best understand their current obstacles;
- Prescribe and enforce rules for efficient management and operation of the City government;
- Direct the preparation and administration of the annual operating and capital budgets and maintain a continuing review and analysis of budget operation work programs and costs;
- Administer a centralized purchasing system;
- Be responsible for the development and administration of sound personnel system;
- Assign and transfer employees temporarily from one department to another, as efficient administration may require;

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- Attend all meetings of the Common Council and present a weekly report on the operations of the City;
- Establish procedures and policies for the coordination, compiling, editing and prompt dissemination and release of public information;
- Perform such other duties as the Common Council may prescribe;
- Serve as the Director of the Department of Administration. The Business Administrator may also serve as head of any other department or division with or without additional compensation.
- Identify inefficiencies in a department's productivity and performance;
- Research new innovative ways to improve the business model through technology and resources.

REQUIREMENTS:

Education: Graduation from an accredited college with a bachelor's degree.

NOTE: Applicants who do not meet the above educational requirement may substitute additional work experience as described below on the basis of one year of such experience for each 30 semester hours of credit they are lacking.

Experience / Skills:

Five (5) years of management experience which shall have involved setting program or organizational goals and objectives, establishing organizational structure or determining the need for and developing plans for organizational changes, setting policy for the organization or program managed by establishing program emphasis and priorities and developing operating and procedural guidelines, and directing the work of the organization or program through subordinate levels of supervision.

NOTE: Possession of a master's degree from an accredited college or university with a major course of study in human services administration, business administration, public administration, industrial management, industrial engineering, management science or in a program related to the organization, operation, administration, and control of private or public organizations, may be substituted for one year of the above.

The applicant shall have the ability to operate computer, perform basic troubleshooting operation, use common types of office management software and be familiar with database management. This includes managing filing systems, organizing data and creating and updating spreadsheets.

Experience in a civil service community / Union shop environment.

Superb communication and interpersonal skills.

Background Check: Pre-employment physical, drug screening, driver's license background check and criminal background check will be required prior to hiring.

Residency Requirements:

Preference to City of Burlington residents. At the time of the appointment, the Administrator need not be a resident of the City, but during his/her tenure of office the Administrator may reside outside of the City only with the approval of the Common Council.

Effective 9/1/11, NJ PL 70 (NJ First Act) requires all State and Local government employees to reside in New Jersey unless exempted under the law. Employees have one year after the date of employment to relocate their residence to New Jersey or request an exemption. If you reside in NJ, you must retain NJ residency, unless you obtain an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

COMPENSATION:

Salary as defined by ordinance; health and benefits package, if eligible. FLSA status: Exempt.

APPLICATION PACKAGE:

Please send the following information to Barry W. Conaway, Mayor, City of Burlington, City Hall, 525 High Street, Burlington, NJ 08016.

1. Cover Letter;
2. Resume;
3. Application for Employment* completed in full and provide names and phone numbers of supervisors, dates of employment and the reason for leaving. In addition, three business references must be listed;
4. Proof of Degree, which consists of a copy of transcripts (unofficial acceptable) indicating proof of degree.

**The Application for Employment is included at the end of this job posting.*

Interested persons should submit an application package by 5:00 PM on Friday, August 19, 2022 to:
Barry W. Conaway, Mayor, City of Burlington, City Hall, 525 High Street, Burlington, NJ 08016.
No phone calls please. The City of Burlington is an Equal Opportunity Employer.



CITY OF BURLINGTON

525 High Street, Burlington, NJ 08016

APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

Please print:

Position(s) Applied for		Date of Application	
Print Name (Last, First, & Middle)			
Street Address		City	State
Main Phone Number	Alternate Phone Number	Email	

EMPLOYMENT EXPERIENCE: PLEASE LIST THE NAMES OF YOUR PRESENT OR PREVIOUS EMPLOYERS IN CHRONOLOGICAL ORDER WITH PRESENT OR MOST RECENT EMPLOYER LISTED FIRST. BE SURE TO ACCOUNT FOR ALL PERIODS OF TIME. IF SELF-EMPLOYED, GIVE FIRM NAME AND SUPPLY BUSINESS REFERENCES. ADD ADDITIONAL PAGE IF NECESSARY.

1. Name of Employer		Supervisor	May we contact?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address			
Phone Number		Dates Employed (Month/Year)	
		From	To
Job Title and Duties		Reason for Leaving	
2. Name of Employer		Supervisor	May we contact?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	
3. Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

**Please use an additional sheet if your employment history exceeds 3 positions.*

Have you ever been involuntarily terminated or asked to resign from any job?..... Yes No

If yes, please explain:

Please explain any significant gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment:

EDUCATION

Please describe your educational background in the table provided below:

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Area of Study/Major	Specialized Training, Skills, or Extra- Curricular Activities
High School					
College/ University					
Graduate/ Professional School					
Trade School					
Other					

BUSINESS AND PROFESSIONAL REFERENCES

Please list three professional references of individuals who are **not** related to you:

Name and Title	Relationship	Phone Number or Email

PERSONAL REFERENCES

Please list three personal references of individuals who are **not** related to you:

Name and Title	Relationship and Years Acquainted	Phone Number or Email

GENERAL INFORMATION

1. Have you ever used another name?..... Yes No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record?..... Yes No
 - a. If yes to either of the above, please explain:

3. Have you ever worked for the City of Burlington previously?..... Yes No

- a. If yes, please give dates and position: _____
- b. If yes, state your reason for leaving: _____
- 4. Do you have friends and/or relatives who currently work for the City of Burlington..... Yes No
 - a. If yes, provide the name(s), title, and relationship(s) to you: _____
- 5. On what date are you available to begin work? _____
- 6. Days/Hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

- 7. Are you available to work? Full-time Part-time Shift Work Temporary
- 8. If hired, would you have a reliable means of transportation to and from work?..... Yes No
- 9. If you reside in the City of Burlington, how long have you lived in the City?..... _____
- 10. Are you at least 18 years old? Yes No
 - a. Note: If under 18, hire is subject to verification that you are of minimum legal age.
- 11. If hired, can you present evidence of your identity and legal right to work in this country?..... Yes No
- 12. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes No
 - a. Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

APPLICANT’S STATEMENT AND AGREEMENT: PLEASE READ AND INITIAL EACH PARAGRAPH BELOW.

_____ I understand and agree that if my employment application to the City of Burlington is incomplete, my application for employment may be rejected and I may be disqualified from being hired.

_____ I hereby authorize the City of Burlington to thoroughly investigate my references, work record, education and other background matters to verify my experience, credentials, and suitability for employment. I further, authorize the prior employers and references I have listed to disclose to the City of Burlington any and all letters, reports and other information related to my work history and work records, without giving me prior notice of such disclosure. In addition, I hereby release the City of Burlington, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation of my credentials, experience and references or their disclosure relating to a request for information.

_____ In the event that I become employed with the City of Burlington, I understand that I am required to comply with all rules and regulations of the City of Burlington.

_____ If hired, I understand and agree that my employment with the City of Burlington is at-will, and that neither I, nor the City of Burlington is required to continue the employment relationship for any specific term. I further understand that the City of Burlington or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that safety of employees is extremely important to the City of Burlington and that the City of Burlington is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and precautions to protect employee health, including my health and the health and safety of fellow employees.

_____ I hereby certify that all of the answers and information provided by me in this written application and throughout the application process (including any oral interviews and background checks) are true and correct as well as complete. I further certify that I, the undersigned applicant, have personally reviewed and completed this application. I understand that any omission or misstatement of material fact on this application or the inaccuracy or falsification of any document or information used to secure employment with the City shall be grounds for rejection of this application and acknowledge that it is sufficient grounds for my immediate discharge if I am employed, regardless of the amount of time which elapsed between the date of submission of this application and the date of the discovery of the inaccuracy or falsehood.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

_____ I understand that screening tests for illegal drug use may be required before hiring and during my employment here.

_____ I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS and THAT ALL OF THE INFORMATION WHICH I HAVE PROVIDED IN THIS APPLICATION AND DURING THE APPLICATION PROCESS (INCLUDING ANY PERSONAL INTERVIEWS) IS TRUE.

Signature: _____

Name (print): _____ Date: _____

CITY OF BURLINGTON AFFIRMATIVE ACTION VOLUNTARY INFORMATION

The City of Burlington considers all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practises and do not discriminate on the basis of any unlawful criteria.

Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. To be filed separately from application. The information will be used and kept confidential in accordance with applicable laws and regulations.

Please Print

Position(s) applied for _____ Date: ____/____/____

Referral Source

- | | | |
|---|---|--|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Relative | <input type="checkbox"/> School |
| <input type="checkbox"/> Advertisement-Source _____ | | <input type="checkbox"/> Other _____ |

Name of person who referred you IF APPLICABLE _____

Applicant Information:

Name: _____ Telephone # (____) _____
Last First M.I.

Address: _____
Street City State Zip

- Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- | | |
|---|---|
| <input type="checkbox"/> American Indian / Alaskan Native | <input type="checkbox"/> White |
| <input type="checkbox"/> Native Hawaiian / Other Pacific Islander | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Hispanic / Latino (White race only) | <input type="checkbox"/> Black / African American |
| <input type="checkbox"/> Hispanic / Latino (all other races) | |

For Administrative Use Only

Position(s) applied for

- Available Not Available Other

Other positions considered for _____

Hired Yes No

Position hired for _____ Date of hire ____/____/____

From the EEO job classifications listed below, which one best describes the position filled?

- | | | |
|---|--|--|
| <input type="checkbox"/> Officials and Managers | <input type="checkbox"/> Sales Workers | <input type="checkbox"/> Operatives (semi-skilled) |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Office and Clerical Workers | <input type="checkbox"/> Laborers (unskilled) |
| <input type="checkbox"/> Technicians | <input type="checkbox"/> Craft Workers (skilled) | <input type="checkbox"/> Service Workers |

Notes: _____

Completed by : _____ Date ____/____/____