



BOROUGH OF STONE HARBOR
9508 SECOND AVE
STONE HARBOR, NEW JERSEY 08247

BOROUGH OF STONE HARBOR JOB DESCRIPTION
Borough Administrator

POSITION SUMMARY

Appointed by the Mayor and Borough Council, the Borough Administrator serves as the principal administrative officer and implements council policies, provides organizational leadership for department heads and employees, overseeing the day-to-day operations of Borough services; ensuring the Borough's personnel policies are properly applied and executed. The Administrator plans, organizes and manages the preparation and administration of the annual operating and capital improvement program and recommends operational and policy improvements.

Borough Code 67-16 Duties of Borough Administrator:

It shall be the Borough Administrator's duty to:

- A. Serve as the principle administrative officer representing the Mayor and Council, hereafter referred to as the "Borough Council"
- B. Provide a liaison between the Borough Council and the departments, boards and officials of the Borough.
- C. Integrate and coordinate the functions of all departments with the general administration in carrying out Borough functions and the policies of the Borough Council.
- D. Have overall supervision of administrative matters in the department of general administration, finance and purchasing, and be responsible for the maintenance of sound personnel policies, administrative practices and purchasing.
- E. Attend all meetings of the Borough Council as required.
- F. Supervise the disbursement of all Borough funds and approve all vouchers and bills before submitting same to the Borough Council for approval.
- G. With the assistance of the chairman of the respective standing committees, prepare the budget for the consideration of the Borough Council.
- H. At each regular meeting, provide each member of the Borough Council with a year-to-date summary of receipts and disbursements versus anticipated revenues and appropriations.
- I. Advise the Borough Council on all background matters as an aid to the establishment of policy and the carrying out of the functions of borough government, and advise the Borough Council and other Borough officials on matters affecting the public interest.
- J. Receive, distribute and follow up requests for information and complaints from citizens on all manner of problems, and keep the Borough Council informed on such matters.
- K. Edit and compile releases of information for the public and the press a directed by the Borough Council.
- L. Perform such duties as may be required of him by ordinance or resolution or by written directive signed by a member of the Borough Council.

In addition, Borough Administrator shall serve as member of Planning Board and oversees the Borough's participation in the Community Rating System (CRS) program.

DESIRED QUALIFICATIONS

Education

Bachelor's Degree required, preferably in public administration, political science, business management, finance or related degree from an accredited university.

Experience

Minimum of five years of supervisory or administrative government experience including responsibility for oversight of governmental departments and functions, preparation of annual budget, human resources, community and public relations and labor negotiations. Experience in a sea shore community and all the challenges that may go with it highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES

A demonstrated success in the areas of strategic planning, community and civic engagement, consensus building, negotiation, and financial management/budgeting.