

DEPARTMENT

OF

ADMINISTRATION

Office of Business Administrator

**TOWNSHIP OF JACKSON
2007 BUDGET**

DEPARTMENT NAME: ADMINISTRATION DEPARTMENT BUDGET CODE: 7-01-20-100-010

NARRATIVE SUMMARY

A. GENERAL DUTIES

The Business Administrator, under the direction and supervision of the Mayor, shall:

Assist in the preparation of the budget.

Administer a centralized purchasing system.

Be responsible for the development and administration of a sound personnel system.

Perform such other duties as Council may prescribe as delineated by ordinance.

The Business Administrator shall, subject to the direction of the Mayor, supervise the administration of each of the departments created and established in this Code. For this purpose, he or she shall have power to investigate the organization and operation of any and all departments, to prescribe standards and rules of administrative practice and procedure, and to consult with the heads of the departments under his or her jurisdiction; provided that with respect to any department of law or department of audit, accounts or control, the authority of the business administrator under this section shall extend only to matters of budgeting, personnel and purchasing.

B. SPECIFIC ACHIEVEMENTS FOR 2006

Assisted Mayor Seda in meeting the objectives specified in the 2006 budget document.

Worked closely with the Auditor and Bond Counsel to develop a short and long range plan addressing Municipal Debt obligations.

Worked with Mayor Seda, Department Heads and Community Organizations in addressing both the short and long term capital needs of a growing and vibrant community.

Assisted the Township Council in drafting and implementing an Administrative Code that addresses the recent change in government structure from Township Committee to a Mayor & Township Council.

Increased oversight of expenditures of all public funds. Eliminated the use of a "rubber stamp" by previous administrative staff as it related to approval of requisitions and purchase orders.

With the approval of Mayor Seda made changes in various staff assignments and took appropriate disciplinary action for employees violating policies and procedures established by the New Jersey Department of Personnel.

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C. SPECIFIC OBJECTIVES FOR 2007

Continue implementation of the recently adopted Administrative Code; assist Mayor Seda in the restructuring of various Offices & Departments.

Require accountability from all Department Heads; closely monitor all government operations with an eye on improving efficiency.

Assist the Affordable Attorney in spearheading Jackson's efforts to comply with all Council on Affordable Housing (COAH) rules and regulations as they pertain to rounds one & two. Assist various Municipal Departments in the enforcement of the recently improved Growth Share Ordinance.

Work closely with the Tax Assessor to insure the timely completion of the on-going revaluation.

Continue to assist Mayor Seda in exploring shared services with various governmental agencies.

Encourage Public/Private Partnerships with the business community.

Explore innovative ways to maximize the township's return on the sale of unneeded assets such as internet auctions.

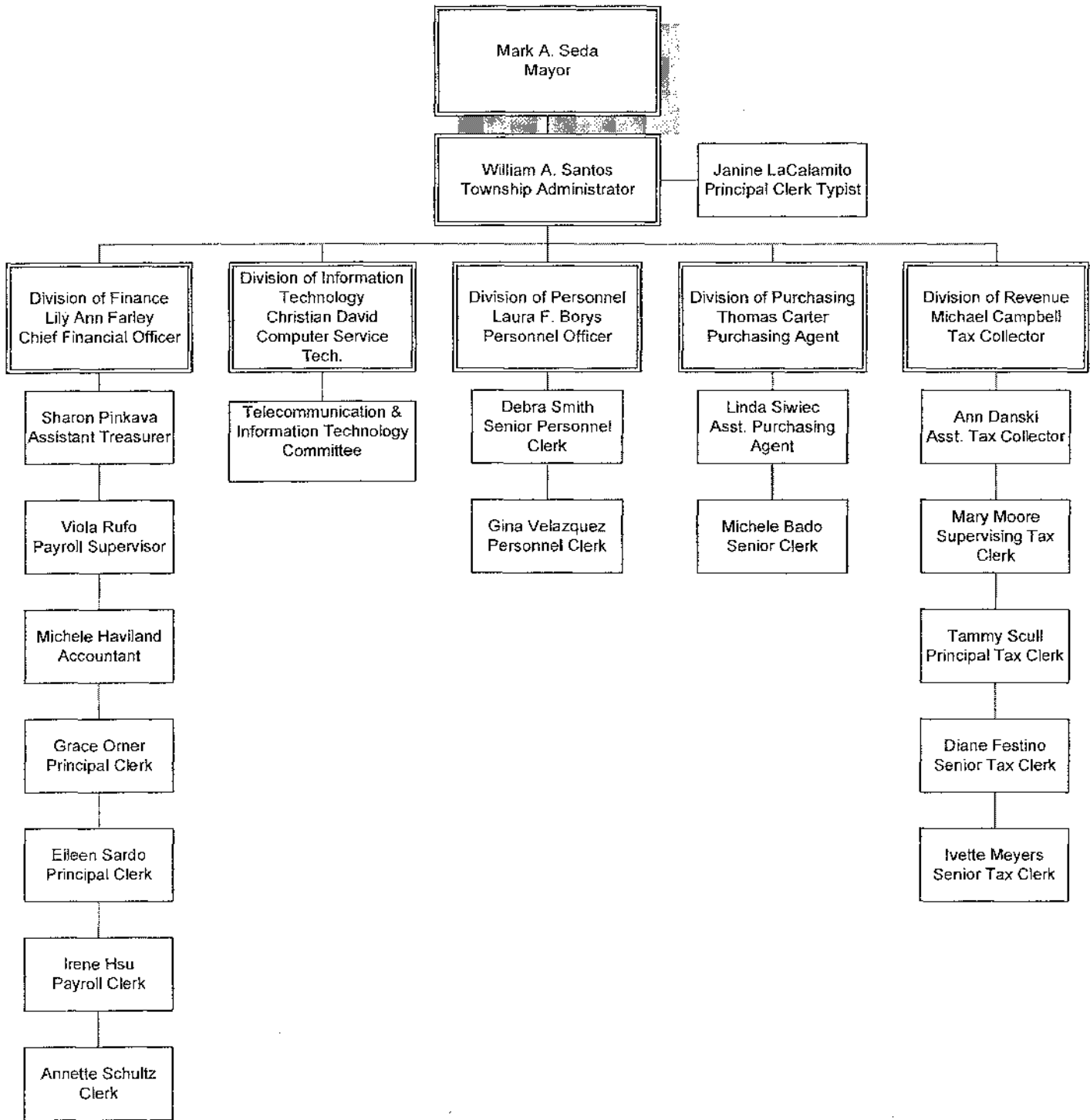
Closely monitor the need for the use of Municipal vehicles and cell phones.

(PLEASE ATTACH UPDATED TABLE OF ORGANIZATION)

ALL BUDGETS MUST BE SIGNED BY DEPARTMENT HEAD/CHAIRPERSON
I HEREBY APPROVE MY DEPARTMENT'S/BOARD'S BUDGET AS
HERETO ATTACHED



DEPARTMENT OF ADMINISTRATION



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Job Specification 06310

BUSINESS ADMINISTRATOR

Unclassified
NJSA 40A:9-136

DEFINITION:

Under direction, acts as administrative officer of the municipality; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Acts as agent of the governing body in the administration of municipal affairs, integrates and coordinates activities of the various departments.

Supervises and assists in the preparation of the budget and administers budgetary control.

Advises the local governing body on policy matters.

Supervises administrative matters in the various departments of the municipality.

Prepares agenda and meets with the governing body.

Monitors actions of the governing body.

Acts as liaison between the governing body, the municipal attorney and the municipal engineer.

Explains planning, subdivision regulations, and zoning matters to builders, developers, and other interested citizens.

Prepares and supervises the preparation of reports and correspondence.

Acts as administrative officer for the planning board and the zoning board of adjustment.

Maintains liaison with other officials and staff in the municipality.

Acts as administrative consultant to the varied boards and departments of the municipality.

Receives, distributes, or handles questions, comments and problems presented by interested citizens.

Advises the governing body and other municipal officers on public relations matters.

Manages the establishment and maintenance of essential records and

files.

Edits and compiles public information releases.

Advises the governing body on personnel and administrative problems.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

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:

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 experience.

LICENSE:

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the techniques used to integrate and coordinate varied departmental activities.

Knowledge of the problems involved in the administration of municipal affairs.

Knowledge of business and of management principles, practices, methods, and techniques.

Ability to plan for the effective utilization of available funds, personnel, equipment, and supplies.

Ability to provide advice, assistance and consultation on business and administrative matters.

Ability to supervise the varied business, administrative and financial operations of the municipality.

Ability to supervise the preparation and administration of the budget.

Ability to maintain liaison and cooperative working relationships

with other officials and staff of the municipality.

Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to direct the establishment and maintenance of extensive records and files.

Ability to plan, organizes, and coordinates work in situations where numerous diverse demands are involved.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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Job Specification 02781

PRINCIPAL CLERK TYPIST ALL JURISDICTIONS

DEFINITION

Under direction of a supervisory official, does clerical work including typing of a complex and/or technical nature requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment, and/or has charge of the work of a large clerical unit; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

When the work program has been established and approved, organizes assigned clerical, typing, and supervisory work and develops effective work methods.

Plans, organizes, and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Reviews, checks, and certifies reports, applications, and other documents for correctness where difficult determinations are concerned.

Supervises employees engaged in a variety of clerical work in connection with executing special requests for information in accord with established rules and regulations.

Does typing of a legal, technical, statistical, and/or tabular nature requiring the use of considerable judgment in making independent determinations regarding all matters of form and arrangement in complicated material.

Composes and types routine and/or nonroutine correspondence with speed, accuracy, and neatness.

Compiles, tabulates, and interprets data and statistics.

Operates and keeps in good working order office machines and equipment including manual and electric typewriters, duplicating machines, and adding machines.

Designs, organizes, develops, records, and schedules necessary in-production programs, and monitors the flow of work through the system.

Computes salaries and/or salary regulations and their