

BILL BRAY
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EXPERIENCE

BOROUGH CLERK - BOROUGH OF MANVILLE, NJ - March 2024 - PRESENT Serve as the Borough Clerk, performing all of the statutory duties and managed the Clerk's Office. Serve as a registrar issuing various certified copies of vital records and marriage licenses. Serve as the Board of Health secretary. Prepare agendas, resolutions and support materials for Borough Council meetings. Issue various licenses, update portions of the municipal website, respond to OPRA requests, manage Borough records, and provided friendly, dedicated and high-quality customer service to residents and the general public.

BOROUGH CLERK - BOROUGH OF STRATFORD, NJ - May 2021 - March 2024 Served as the Borough Clerk, performing all of the statutory duties. Assisted Borough Administrator in daily management of borough operations and employees, oversee staff benefit enrollments and the onboarding of new hires. Prepared agendas, resolutions and support materials for Borough Council meetings. Issued various licenses, responded to OPRA requests, managed Borough records, and provided friendly, dedicated and high-quality customer service to residents and the general public.

BOROUGH CLERK - BOROUGH OF SOUTH RIVER, NJ - July 2018 - May 2021 Served as the Borough Clerk, performing all of the statutory duties and managed the Clerk's Office. Prepared agendas, resolutions and support materials for Borough Council meetings. Issued various licenses, maintained the municipal website, responded to OPRA requests, managed Borough records, prepared department budgets, prepared requisitions and provided friendly, dedicated and high-quality customer service to residents and the general public.

COMMUNITY DEVELOPMENT DIR./BUSINESS OMBUDSMAN - EAST WINDSOR TOWNSHIP, NJ - Aug. 2017- July 2018 Drafted Township Council meeting minutes, wrote Township e-news & newsletter, managed grants, managed registration of vacant & foreclosed homes, completed various tasks as assigned by manager and mayor.

ACTING MUNICIPAL CLERK - RARITAN TOWNSHIP, NJ - May 2016- April 2017
Performed all the duties of Township Clerk, served as the Secretary to the Board of Health and managed the Clerk's Office and its full and part-time staff. Managed the municipal website and Facebook page. Assisted the general public to meet their various needs and provided excellent public service to residents.

ASSIGNMENT EDITOR - WFMZ-CHANNEL 69 NEWS, ALLENTOWN, PA - Dec. 2014 - May 2016
Assisted in newsroom management, scheduled and conducted interviews, reviewed incoming e-mail, and monitored competing news outlets. Managed, prepared and supported reporter teams in the field and developed unique story pitches. Edited and posted news articles and videos to the station's website, managed lists of daily Top Ten Stories, created content and monitored impacts of social media posts and breaking news mobile phone push alerts.

DIRECTOR OF COMMUNICATIONS - THE ARC OF ESSEX COUNTY, LIVINGSTON, N.J. - Aug. 2012 - Sept. 2014 Managed all internal and external communications including agency website, quarterly newsletter, employee newsletter, social media, annual report, and annual appeal. Served as the agency's media contact, photographer and graphic designer. Received the New Jersey Arc Communicator's Award for the 2012 Annual Report.

SR. ACCOUNT EXECUTIVE - STEINREICH COMMUNICATIONS, HACKENSACK, N.J. - Dec. 2011 - March 2012 Developed media strategies and pitches to secure placements of client products and representatives in top-tier print, broadcast and web media. Drafted press releases, talking points, pitches and prepared clients for interviews.

PUBLIC INFORMATION OFFICER - CITY OF NEW BRUNSWICK, N.J. - Jan. 2005 - Dec 2011 Managed the daily communications for the City of New Brunswick, supervised its communications team, and administered various projects assigned by the mayor. Crafted media strategies, coordinated responses to media inquires, planned press & public events. Drafted press releases, talking points, speeches and correspondence. Initiated and managed Facebook and Twitter platforms. Performed legislative and public policy research, wrote grant proposals and developed and executed new programs.

TOWNSHIP COMMITTEEMAN - OXFORD TOWNSHIP, N.J. - Jan. 2008 - Dec. 2010 Served as an elected member

of the municipal governing body overseeing township operations, personnel, policy and budget. Negotiated and executed shared service agreements for local police and municipal court that improved services with significant cost reductions for residents and taxpayers.

REPORTER - THE EXPRESS-TIMES; EASTON, P.A. - 2000-2005 Created breaking news and enterprise coverage of Warren, Hunterdon and Northampton counties. Developed in-depth reporting of public schools, county and local government. Consistently produced daily news and feature stories while working in a news bureau, absent of direct supervision or news assignments. Built a reputation of integrity and accuracy within my coverage area while nurturing an extensive list of community contacts.

REPORTER - HUNTERDON COUNTY DEMOCRAT, FLEMINGTON, N.J. - 1998-2000 Wrote community news and features on life in Hunterdon County, New Jersey, including municipal government, local boards of education and breaking news. Learned the basics of municipal government including the legislative and budgeting processes.

EDUCATION/CERTIFICATIONS

RUTGERS UNIVERSITY — BA Journalism & Mass Media, with a focus on broadcast media, 1998

Registered Municipal Clerk - April, 2017 - RMC# C-1869 Score - 91

Certified Municipal Registrar - April 2020 - Score 94

SKILLS

Experienced in video production, photography, graphic design, and social media. Well versed in Final Cut, Power Point, PhotoShop, InDesign, Microsoft Office Suite of products and CMS software.

REFERENCES

Michael Drulis, City Administrator, City of New Brunswick, NJ 732-672-8931

John Keenan, Borough Administrator, Stratford Borough, Stratford, NJ 856-275-3236

Kelly Lettera, Township Clerk, Little Egg Harbor Township, NJ 609-954-5150

Richard Brand, former Borough Administrator, East Windsor, NJ, 609-233-0320