

JOB DESCRIPTION

TITLE: ADMINISTRATOR

DEPARTMENT: ADMINISTRATION

CLASSIFICATION:

STATUS: FULL TIME ☒ [X]

PART TIME ☐ []

UPDATED: FEBRUARY 5, 1996

DESCRIPTION OF DUTIES

JOB DESCRIPTION

The Township Administrator shall be the chief administrative officer of the Township of Barnegat and shall be responsible to the Township Committee for the proper and efficient administration of the affairs of the township. The Township Administrator shall be responsible for the general management of all Township business excepting those duties and responsibilities conferred upon other officials by law

RESPONSIBILITIES

All duties as defined in Ordinance 1990-13

WORK ACTIVITIES

SKILLS, KNOWLEDGE and ABILITIES

EDUCATION REQUIREMENTS

SUPERVISION

* Township Committee

PHYSICAL DEMANDS

Minimum physical and medical standards are acceptable