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Job Specification

BUSINESS ADMINISTRATOR

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 purchasing, personnel and budget.

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 or university 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 (1) 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 (1) year of the above experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey 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.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
00951		L	C		N/A	39		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

MCK 07/14/2005
