

The City of Woodbury New Jersey Administrators Position:

Education and Experience:

A bachelor's degree or equivalent experience in local government is required, a master's degree is preferred. A minimum of five years of public administration experience is required, with eight years preferred. Past State, County or Municipal government experience of individual must show performance in areas that include budgeting and finance is mandatory, collective bargaining/human resource management, information technology, risk management, grants procurement and administration, economic development strategies, understanding of state and federal laws, and other related matters including land use planning, zoning regulations, engineering, and public works. Must have some [state] labor relations laws demonstrated from experience. Experience and knowledge in State, County and Municipal government accounting experience. Skills and Past Performance Administrative ability. Must have demonstrated performance in human resources and/or collective bargaining for a community having not less than 50 employees.

Interpersonal Skills:

Good communication skills are a must, including the ability to listen, communicate with various segments of the community, and develop good relations with the business community. Person must be willing to devote whatever time is necessary to achieve the goals and guidelines established by the council and Mayor. Knowledge of how to organize departments and demonstrated leadership qualities are desirable.

Council and Mayor relations:

The ability to take time and interest in working with councilmembers and Mayor to keep them informed and explain technical processes. Should be able to adequately inform the council and Mayor on a regular basis so there are no surprises. Both written and oral communications with the council and Mayor are essential. The person must be able to accept constructive criticism and to implement the needed changes. Candidate must be open and honest with the council and Mayor to be able to present all sides of an issue that affect the locality. The individual must be able to carry out the intentions and directions of the council and Mayor enthusiastically.

Budget and finance:

Should have demonstrated prior experience in managing a city or county budget. Experience and expertise in grant procurement are desirable, as well as dealing with locally owned utility finances. Collective bargaining/human resource management. Must have some knowledge of [state] labor relations law, with preferred demonstrated ability in the collective bargaining process. Must demonstrate a personality that can communicate the local government's goals and needs to employees.

Community relations:

Candidate must have demonstrated involvement in community activities. Experience working with and understanding the needs of the business community is highly desirable. Candidate should be able to present a confident image of the local government to the community at large. Must be able to demonstrate a positive, productive attitude to citizens of the community. Intergovernmental relations. Must be able to relate to and develop a good working relationship with other local governments, county governments, community organizations, schools, and state and federal agencies. Attend local community events.