

MUNICIPAL ADMINISTRATOR – TOWNSHIP OF WYCKOFF, BERGEN COUNTY

Full-Time position available January 1, 2022, due to retirement of long-term Administrator. Township Committee form of government, 16,700 residents, seven square miles in area, \$20 million operating budget, and \$2.6 million sewer collection system budget with a work force of 63 full-time and 36 part time staff. See wyckoff-nj.com for additional information.

Applicants preferred who have 5-7 years of substantive professional municipal government or other similar management experience. Master's degree in related field preferred. The successful candidate shall oversee daily operations of the Township, including, but not limited to budget, human resource functions, purchasing, specification writing, grant writing, labor management, affordable housing issues, shared service arrangements, risk management, attendance at evening governing body meetings and strategic problem solving. Must possess excellent oral, written, interpersonal and computer skills. QPA license a plus.

Qualified candidates should send to wyckoffclerk@wyckoff-nj.com a resume and cover letter with detailed compensation requirements and contact information for at least 4 professional references no later than 09/10/21 at 4pm. Salary and compensation DOE/DOQ.

TOWNSHIP OF WYCKOFF

Job Description

TOWNSHIP ADMINISTRATOR

DEPARTMENT: Administrator

DATE: June 18, 1996/July 30, 2021

JOB SUMMARY

Directs all Township departments in accordance with policy directives as determined by the Township Committee. Serves as Chief Administrative Officer for the proper and efficient administration of the business affairs of the Township. Establishes, administers and implements policies and procedures for the effective and efficient administration of the Township, and performs other job-related duties.

Will be required to work extended hours as necessary.

Will comply with all cybersecurity policies, training, and protocols.

WORK ACTIVITIES/JOB FUNCTIONS:

*** All of the following activities and functions are essential to this position.**

All Non-Essential activities and functions are designated with an "NE" in the margin.

Please see the attached checklist for the physical and mental functions, working conditions and the frequency to which each condition, activity or function is required.

- *All the duties as set forth in Article 1, Chapter 5 of the Code of the Township of Wyckoff.*
- *Acts as Liaison to Township Committee for all employees.*
- *Performs the purchasing function in accordance with state guidelines, acquiring proper goods and services at the most effective prices.*
- *Serves as the Township of Wyckoff's Qualified Purchasing Agent and drafts all bid specifications.*
- *Serves as Personnel Officer for the Township.*

TOWNSHIP OF WYCKOFF Job Description

- *Prepares the Annual Budget, Best Practices Report, and Capital Plan for Township Committee's review and approval.*
- *Coordinate and write the Spring and Fall resident newsletter and the annual Township calendar. Coordinates and directs all social media postings, accounts, and implementation of Township's social media policy.*
- *Serves as the Township's primary Safety Officer. Serves as the Bergen County Joint Insurance Fund Commissioner, implements a town safety program to keep employees safe and achieve no loss work time.*
- *Serves as Compliance Officer for ADA Compliance, Civil Rights Compliance, OSHA Compliance, EEOC Compliance, American Rescue Plan Designated Compliance Officer, and Protecting Children Compliance Officer required by the JIF/MEL program.*
- *Coordinate the sanitary sewer collection system and prepares the annual user service fee survey.*
- *Seeks out, locates and writes grants obtained by the municipality.*
- *Responds to resident requests ("complaints") and writes replies in accordance with the Township Committee's direction. Coordinates and ensures all responses to the Wyckoff website service "click here to send a non-emergency request", and all emails sent to the "Township Committee" are responded to.*
- *Serves as the Municipal Housing Liaison and coordinates and performs Affordable Housing compliance.*
- *Serves as Sewer Assessment Commission secretary.*
- *Implements and promotes the Wyckoff organizational culture "**Service is our Product.**"*
- *Draft, research, and write ordinances and resolutions.*

TOWNSHIP OF WYCKOFF

Job Description

- *Reviews all vouchers for payment before vouchers are provided to the Township Committee for approval on bill list. The Administrator's signature on a voucher certifies to the Township Committee that the vouchers are acceptable and in compliance for payment.*
- *Reviews and recommends payment for all professional service provider invoices.*
- *Ensures contracts for all professional service providers are annually obtained with required supporting documents.*
- *Maintains, and enhances the Township's transparency program, reviewing meeting minutes and all documents before they are posted on the Township's website.*
- *Assists Township Committee with salary contract negotiations.*
- *Seeks out interlocal services opportunities and drafts agreements.*
- *Utilizes and participates in the project team approach to assist Department Managers with duties and performing mandated services.*
- *Assists the Municipal Clerk with record retention systems, and problem solving.*
- *Other duties as determined essential by the Township Committee from time to time.*

TOWNSHIP OF WYCKOFF

Job Description

SUPERVISION

Work with low supervision reporting to the Township Committee at its meetings. Follows policy directives of Township Committee and good management practices.

SKILLS, KNOWLEDGE & ABILITIES

- *Knowledge of municipal budgeting, purchasing, labor relations, personnel and public relations, communication and problem solving.*
- *Ability to interact in a professional and efficient manner with the governing body, Board and Commission Members, the public, and staff.*
- *Ability to work with interruptions and at a fast pace.*

EDUCATIONAL and OTHER REQUIREMENTS

High School Diploma or GED

Undergraduate Degree

Masters Degree in Public Administration

Qualified Purchasing Agent Certificate issued by NJDCA preferred.

TOWNSHIP OF WYCKOFF Job Description

PHYSICAL DEMANDS

- | | | |
|---|---|---|
| <input type="checkbox"/> Walking | <input checked="" type="checkbox"/> Carrying | <input type="checkbox"/> Crouching |
| <input type="checkbox"/> Jumping | <input type="checkbox"/> Throwing | <input checked="" type="checkbox"/> Seeing |
| <input checked="" type="checkbox"/> Running | <input type="checkbox"/> Pushing | <input type="checkbox"/> Kneeling |
| <input checked="" type="checkbox"/> Balancing | <input type="checkbox"/> Pulling | <input type="checkbox"/> Color Vision |
| <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Handling | <input checked="" type="checkbox"/> Sitting |
| <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Fingering | <input type="checkbox"/> Depth Perception |
| <input type="checkbox"/> Standing | <input type="checkbox"/> Feeling | <input checked="" type="checkbox"/> Reaching |
| <input type="checkbox"/> Turning | <input checked="" type="checkbox"/> Talking | <input type="checkbox"/> Lifting |
| <input type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Hearing | <input checked="" type="checkbox"/> Working Speed |

WORKING CONDITIONS

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Inside | <input checked="" type="checkbox"/> Outside | <input type="checkbox"/> Sudden Temperature Changes |
| <input checked="" type="checkbox"/> Odors | <input checked="" type="checkbox"/> Noisy | <input checked="" type="checkbox"/> Adequate Lighting |
| <input checked="" type="checkbox"/> Adequate Ventilation | <input checked="" type="checkbox"/> Mechanical Hazards | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> High Places | <input type="checkbox"/> Exposure to Burns | <input checked="" type="checkbox"/> Electrical Hazards |
| <input checked="" type="checkbox"/> Working With Others | <input checked="" type="checkbox"/> Working Around Others | <input checked="" type="checkbox"/> Working Alone |

MENTAL AND COMMUNICATION FUNCTIONS

- | | | |
|--|--|---|
| <input type="checkbox"/> Advise | <input checked="" type="checkbox"/> Memorize | <input type="checkbox"/> Analyze |
| <input checked="" type="checkbox"/> Negotiate | <input type="checkbox"/> Calculate | <input checked="" type="checkbox"/> Organize |
| <input checked="" type="checkbox"/> Compare | <input type="checkbox"/> Plan | <input checked="" type="checkbox"/> Concentrate |
| <input type="checkbox"/> Present | <input checked="" type="checkbox"/> Coordinate | <input type="checkbox"/> Problem Solve |
| <input checked="" type="checkbox"/> Copy | <input type="checkbox"/> Reason | <input type="checkbox"/> Diagnose |
| <input type="checkbox"/> Record | <input checked="" type="checkbox"/> Edit | <input checked="" type="checkbox"/> Remember |
| <input type="checkbox"/> Evaluate | <input type="checkbox"/> Sell | <input checked="" type="checkbox"/> Influence |
| <input type="checkbox"/> Sequence | <input checked="" type="checkbox"/> Instruct | <input type="checkbox"/> Solicit |
| <input type="checkbox"/> Interact | <input checked="" type="checkbox"/> Speak | <input checked="" type="checkbox"/> Interpret |
| <input checked="" type="checkbox"/> Work independently | <input type="checkbox"/> Make decisions | <input type="checkbox"/> Measure |
| <input type="checkbox"/> Inspect | <input type="checkbox"/> Supervise | |

* All "[X]" constitute functions which are required more than **50% of the time**.

*All other functions which are required at less than **50% of the time** are marked with "[•]"

This job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and requirements of personnel so classified.

Township of Wyckoff, NJ
Monday, August 2, 2021

Chapter 5. Administrative Officers

Article I. Township Administrator

[Adopted 6-4-1984 as Ord. No. 926^[1]]

[1] *Editor's Note: This ordinance also provided for the repeal of former Art. I, Township Administrator, adopted 12-7-1971 as Ord. No. 651.*

§ 5-1. Establishment.

The office of Township Administrator is hereby created for the Township of Wyckoff, Bergen County, New Jersey, pursuant to the provisions of this Article.

§ 5-2. Appointment and term of office; vacancy; absence; removal.

- A. The Township Administrator shall be appointed by the Township Committee and the term of office of the Township Administrator shall be at the pleasure of the Township Committee.
- B. Any vacancy in said office shall be filled by appointment of the Township Committee.
- C. Absence or disability. During the absence or disability of the duly appointed Township Administrator, the Township Committee of the Township of Wyckoff may, by resolution, appoint an officer or regular employee of the municipality to perform such duties of the Township Administrator. Such absence or disability shall be limited to three months, after which time such absence or disability may be deemed a vacancy by the Township Committee.
- D. The Township Administrator may be removed by a two-thirds vote of the Township Committee of the Township of Wyckoff. The resolution of removal shall become effective three months after its adoption by the Township Committee. The Township Committee may provide that the resolution shall have immediate effect; provided, however, that the Township Committee shall cause to be paid to the Administrator forthwith any unpaid balance of his salary and his salary for the next three calendar months following adoption of the resolution.

§ 5-3. Qualifications; residency requirement.

- A. The Township Administrator shall be appointed on the basis of his executive and administrative abilities and qualifications with special regard to education, training and experience in governmental affairs.
- B. The Township Administrator need not be a resident of the Township at the time of his appointment, but may thereafter reside outside the Township only with the approval of the Township Committee.

§ 5-4. Responsibilities.

The Township Administrator shall be the chief administrative officer of the Township of Wyckoff, and he shall be responsible to the Township Committee as a whole for the proper and efficient administration of the business affairs of the Township. His duties and responsibilities shall relate to the general management of all Township business, excepting therefrom those duties and responsibilities conferred upon other Township officials by state statute, other applicable laws, rules and regulations promulgated by the state and County agencies, decisional law or ordinance of the Township of Wyckoff.

§ 5-5. Powers and duties.

- A. The Township Administrator shall supervise and direct that business activities of all Township departments, including the direction of central purchasing and the employment and replacement of personnel as may be required in said departments.
- B. He shall serve as personnel officer of the Township and, when necessary for the good of the Township, shall hire or discipline any employee under his supervision. He shall also have the authority to suspend or discharge any such employee, provided that the Administrator shall report such action at a prior meeting of the Township Committee. No person shall be disciplined, suspended or discharged without just cause, and any such person shall have the right of appeal to the Township Committee.
- C. He shall prepare and submit to the Township Committee before the close of the fiscal year, or on such alternate date as the Township Committee shall determine, a proposed budget for the next final year, and an explanatory budget message. In preparing the proposed budget, the Township Administrator shall obtain from the head of each department, agency, board or officer, estimates of revenues and expenditures and other supporting data as he requests. The Township Administrator shall review such estimates and may revise them before submitting the proposed budget to the Township Committee.
- D. He shall be responsible for the administration of the budget after its adoption by the Township Committee and the implementation of the work programs contained in the budget.
- E. He shall execute and enforce the laws of the State of New Jersey and ordinances and resolutions of the Township of Wyckoff as the Township Committee may prescribe.
- F. He shall attend all meetings of the Township Committee and other committees, boards or bodies as directed, with a right to take part in the discussion, and he shall receive notice of all regular and special meetings of the Township Committee.
- G. He shall prepare the regular and workshop agendas for each meeting of the Township Committee and shall supply facts pertinent thereto and deliver same to the Township Committee at least three days prior to the date of the meeting.
- H. He shall keep the Township Committee informed as to the conduct of Township affairs, submit periodic reports, either in writing or orally, on the condition of the Township finances and such other reports, either in writing or orally, as the Township Committee shall request and shall make such recommendations to the Township Committee as he deems necessary and advisable for the welfare of the Township.
- I. He shall submit to the Township Committee, as soon as possible after the close of the fiscal year, a complete written report on the administrative activities of the Township for the preceding year.
- J. He shall see that the provisions of all franchises, leases, contracts, permits, licenses and privileges granted by the Township or to the Township are complied with.
- K. He may recommend the employment of experts and consultants to perform work and render advice in connection with the operation of the dedicated utilities or work projects in the Township subject to final approval by the Township Committee.

- L. He shall attend to the letting of contracts, in due form of law and supervise the performance and faithful execution of the same, except insofar as such duties are expressly imposed upon some other Township officer or official by statute or ordinance or resolution.
- M. He shall see that all money owed to the Township is promptly paid, and that the proper proceedings are taken for the security and collection of all the Township's claims.
- N. He shall be the purchasing officer of the Township, and he shall purchase, in accordance with the provisions of the governing statutes and sound purchasing practices, all supplies and equipment for the various agencies, boards, departments and other offices of the Township. Purchases shall be in accordance with the formal bid threshold pursuant to N.J.S.A. 40A:11-3. At least two quotations shall be solicited from manufacturers, firms or dealers when the cost of the item purchased exceeds \$1,000, and the purchase shall be made from the lowest responsible bidder when the kind and quality of the items are equal. He shall keep an account of all purchases and shall, from time to time, when directed by the Township Committee, make a full written report thereof. He shall also issue rules and regulations governing the requisition and purchase of all municipal supplies and equipment, consistent with the provisions of this Article.
[Amended 9-18-1990 by Ord. No. 1105]
- O. He shall review and recommend all bills and vouchers for payment prior to final approval by the Township Committee.
- P. All complaints regarding services or personnel of the Township shall be referred to the office of the Township Administrator. He shall investigate and dispose of such complaints and shall keep a written record of such complaints and the action taken in response thereto, and shall provide a copy thereof to the Township Committee.
- Q. He shall maintain a continuing review and analysis of the budget operations, work programs and costs of municipal services.
- R. He shall, at the request of the Township Committee, inspect the duties and responsibilities of any elected or appointed official, and any department of the Township, submitting his report relating thereto to the Township Committee for such further action as the Township Committee may deem advisable.
- S. He shall keep the Township Committee informed as to the federal aid projects and state aid projects and any other aid programs for which the Township of Wyckoff may qualify.
- T. He shall analyze the cash needs of the Township and recommend to the Township Committee the prudent investment of Township funds as temporarily may be in excess of the amounts needed to meet Township obligations.
- U. He shall supervise and continually review the Township's insurance program, and make periodic reports thereof to the Township Committee. He shall perform such other duties as may be assigned to him from time to time by the Township Committee.
- V. He shall serve the Chief Financial Officer of the Township of Wyckoff and shall carry out the responsibilities of such office pursuant to N.J.S.A. 52:27BB-26 et seq.
[Added 2-21-1989 by Ord. No. 1055]

§ 5-6. Compensation.

The Township Administrator shall receive as salary, such sums as may be fixed and adopted by the Township Committee in the Annual Salary Ordinance of the Township.

§ 5-6.1. Position to be full-time.

The Township Administrator shall devote full time to the interests of the Township.

§ 5-6.2. Limitation on authority.

Nothing in this Article shall derogate from or authorize the Township Administrator to exercise the power and duties of the elected and appointed officials of the Township.