



# *City of Woodbury*

GLOUCESTER CO.

WOODBURY, N. J.

## **JOB TITLE:**

Administrator

## **REPORTS TO:**

Serves at the pleasure of Mayor and Council.

## **Duties:**

- Required to be in office from 8:30 am to 4:30 pm during regular business hours.
- Required to attend such meetings as are necessary for the conduct of city business. Represent the City as directed by Mayor and Council.
- Oversees the sound administration of all city departments. This includes assuring that all departments function in an effective manner and to assure that personnel policies and procedures are properly followed.
- Is responsible for maintaining close communication with all departments, boards and commissions as well as with the governing body.
- Oversees and manages all Human Resource functions including, but not confined to, hiring and firing, discipline, benefits oversight, interaction with bargaining units and all other HR functions outlined in the City's Personnel Policies and procedures and that are considered standard practices.
- Writing and updating the personnel manual and other city policies including, but not confined to job descriptions of personnel in a standardized format.
- Provides performance appraisals to all employees during the month of November each year and maintains copies of that performance appraisal in the employees' personnel files.
- Is responsible for the overall administration of all city revenues and expenditures and payroll administration.
- Oversees customer service for all issues brought by residents to City Hall and effectively addresses concerns and issues brought up by the public. Is responsible for assure prompt and courteous service to all members of the public.
- Oversees the purchasing process including, but not confined to appraising Mayor and Council of pending purchases, overseeing the bidding process and assuring satisfactory performance by all contractors and vendors hired by the city in accordance with accepted practices and NJ law.
- Maintains adequate inventories of materials for all departments. Maintain asset management lists for all departments.
- Oversees the effective use of Information Technology stems in the city.
- Provides assistance in a prompt and effective manner to Mayor and Council as directed.