

**Job Title: Township Administrator**  
**Department: Administration**  
**Reports To: Governing Body**



**Overview:**

The Township of West Caldwell is a substantially developed suburban community in western Essex County with a population of approximately 11,000 residents. West Caldwell has a mix of approximately 70% residential and 30% commercial/industrial zoning, an area of 5.28 square miles and an annual operating budget of approximately \$18M; this includes water and swimming pool utilities, and 86 full-time employees. We have a proud history of outstanding customer service, responsible and professional land use planning, a stable tax rate, an enthusiastic embrace of technology, a dedication to shared services with neighboring communities, cooperation with all levels of government, a strong track record of grant funding and a commitment to teamwork and professional leadership.

The Township operates under the borough form of government with an elected Mayor and six (6) council members elected at large. We are seeking an experienced and highly motivated professional with excellent organizational and communication skills, and a commitment to a hands-on, full-time, exclusive opportunity with West Caldwell.

**Job Summary:**

The Township Administrator shall be the chief administrative officer of the Township of West Caldwell, and shall be held ultimately responsible by the Mayor and Township Council for the administration, oversight and supervision of all Township offices and departments, and for the proper and efficient operation of the business affairs of the Township of West Caldwell.

**Key Responsibilities:**

- Oversee all Township offices, departments and department heads; ultimately responsible for the Township of West Caldwell's buildings, grounds, staff, operations and activities.
- Work closely with Chief Finance Officer or designee with regards to budgetary oversight, developing revenue and expenditure projections, and to prepare and submit the Township's annual budget for review and approval.
- Oversee all Township professionals with regards to performance and budget.
- Develop Township plans: set objectives, manage priorities, execute flawlessly.
- Ensure performance and accountability are key drivers for employee success, while creating a culture of teamwork and innovation.
- Maintain a visible presence within the Township offices and in public; consistently present and accessible during all business operations and activities.
- Demonstrate and promote a high level of customer service at all contact points.

### **Key Responsibilities (cont):**

- Enforce the Township's personnel policies and procedures, and make recommendations to the Township Council as needed to maintain sound personnel practices.
- Continuously study Township programs, activities, departments, staffing and operations and make recommendations to the Township Council for changes as needed to increase efficiency, economy and effectiveness.
- Consult with department heads and make recommendations to the Township Council for the hiring, promotion, suspension and/or other discipline including termination of employees.
- Oversee the process of professional development including performance evaluations and advancement of employees.
- Educate staff with regards to best practices and employment practices.
- Enhance communication internally with staff, and externally with residents.
- Attend and participate in all meetings of the Mayor and Township Council, as well as all committee meetings, shared services meetings and conferences as needed.
- Serve as purchasing agent for the Township of West Caldwell, and review and monitor the Township's purchasing practices to ensure that all purchases are made in accordance with the provisions of governing law and consistent with sound purchasing practices.
- Advertise for goods or services, collect and open bids or proposals and issue contracts and/or purchase orders at the direction of the Township Council and in accordance with state purchasing statutes and regulations.
- Review and sign-off on all department requisitions for materials, equipment, services and supplies approved for purchase and issue purchase orders for same.
- Review all disbursements: audit and review all bills and vouchers for payment prior to approval by the Township Council.
- Work with neighboring communities in an effort to explore and identify potential shared services and efficiencies for the Township.
- Work with state, county and local legislators, as well as Board of Education representatives to promote good working relationships and foster improvements for the Township.
- Maintain knowledge in emerging federal, state, and county regulations in order to assist with compliance.
- Provide risk management and demonstrate strong understanding of the Township's insurance portfolio.
- Serve as public information officer for the Township and provide leadership and guidance to the Mayor and Township Council in responding to queries from residents, the press and government representatives.
- Act as the primary contact for the Mayor and Township Council.
- Work closely with the Township Clerk to develop an agenda for all meetings of the Mayor and Township Council, and prepare and present supporting documents and information for agenda items as needed or requested.
- Perform all other duties as may be, from time to time, assigned by the Mayor and Township Council.
- Devote his or her full time and efforts to the duties of the office of Township Administrator.

### **Minimum Qualifications & Attributes:**

- Bachelor Arts/Bachelor Science required; an advanced degree is preferred.
- Qualified Purchasing Agent (QPA) certification is **preferred**.
- Experienced and well versed in holding executive office, professional management, administrative abilities and qualifications, with special regard to education, training and professional experience in governmental management.
- Minimum of five (5) years senior-level municipal management experience, including responsibility for operations, human resources, budgeting, community and public relations, contract negotiations, grant writing and risk management, or equivalent management experience in a comparable organization.
- Dedicated to quality customer service.
- Results driven, ability to meet strict deadlines.
- Capable of working under pressure.
- Ability to take ownership, and work with pride and enthusiasm.
- Exceptional organizational, leadership and management skills.
- Solid project management skills.
- Technologically savvy; ability to effectively utilize today's technology tools and systems to more efficiently conduct business.
- Approachable.
- Accepts and incorporates change; adaptable.
- Ability to prioritize work, delegate, adapt and accommodate changing demands.
- Ability to communicate orally and in writing.
- Self-motivated and ability to learn quickly.
- Shall be a resident of New Jersey.

### **Supervisory Responsibilities:**

- Assistant Township Administrator and all department heads and managers pursuant to the Township Table of Organization.