

Director of Administration

The Atlantic City Municipal Utilities Authority seeks candidates for the full-time position of Director of Administration. The Authority provides public water service in Atlantic City, New Jersey.

Director of Administration

Reports directly to the Executive Director and serves as the principal administrator of the daily administrative functions. Responsible for implementing, enforcing, interpreting, and putting into effect all administrative policies for the Authority. Directly supervises the Personnel Department, Communication Specialist, and performs the duties of a project specialist which involves reviewing, researching, and analyzing statistical data trends and providing reports based on the data to the Executive Director.

Responsibilities:

- Implement and enforce all administrative policies and procedures, including but not limited to, personnel processes for evaluations, hiring, termination, promotion, demotion and discipline.
- Interface with insurance carriers, NJ Civil Service Commission (CSC), NJ Public Employment Relations Commission (NJPERC).
- Supervises staff in the Personnel and Communication offices, ensuring adherence to Federal and state statutes and regulations for personnel transactions.
- Manages external partnerships, shared service agreements, and collaborations.
- Develop comprehensive documentation control systems with the Operations Division, including recordkeeping, file sharing, and record retention.
- Collaborate with the DED of Operations to establish robust business continuity and emergency management protocols, including cyber security.
- Coordinate union contract negotiations and renewals with the Personnel Officer and Labor Counsel.
- Review and update employee and policy manuals following directives.
- Manage and oversee, in coordination with the Communications Specialist, contracts and services related to communication systems.
- Initiates and directs new programs and processes including trial and innovative projects/studies.

- Candidates must have substantial experience with the operation, repair, maintenance and management of comparable distribution systems and leadership of unionized personnel.
- An in-depth knowledge of USEPA and NJDEP water regulations, good communication and computer skills
- A demonstrated ability to interface with the public, work independently and efficiently.
- May assist with coordination of activities of the major functions under the Executive Director.
- Perform any additional duties as directed by the Executive Director.

Required Knowledge, Skills, and Abilities:

- Demonstrate proficiency in learning management information systems and related protocols.
- Display strong leadership and supervisory skills with an innovative mindset.
- Strategic thinking to fulfill the responsibilities of the position.
- Possess impeccable organizational skills with meticulous diligence.
- Utilize effective time management skills to meet established deadlines.
- Exhibit considerable proficiency in using Microsoft Office Suite

Requirements:

Bachelor's degree: Business Administration, Human Resource Management or other related degree with a minimum of ten (10) years of managerial experience, including three (3) years in a supervisory capacity. Master's level degree preferred but not required.

Previous experience supervising a personnel office with NJ Civil Service is preferred but is not required.

A Certified Qualified Purchasing Agent license is preferred but not required.

The Authority offers excellent health benefits and is a member of the New Jersey Public Employee Retirement system. Salary will be commensurate with qualifications and experience. The Authority is an Equal Opportunity Employer. Please submit resume and cover letter by email to personnel.office@acmua.org This job posting will remain open until filled.