



The Borough of Hightstown

156 Bank Street

Hightstown, New Jersey 08520

(609)490-5100 ext. 628

Employment Opportunity

The Borough of Hightstown, located in Mercer County, NJ is seeking a highly motivated and organized Assistant Business Administrator to support the effective administration of municipal operations. This role works closely with the Business Administrator and various municipal departments to ensure the smooth and efficient functioning of day-to-day activities, special projects, and strategic initiatives. The ideal candidate will be proactive and detail-oriented, possess a strong understanding of local government operations, and have strong communication and collaborative skills to foster a culture of cooperation and teamwork.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related or a logical assignment to the position.

- Assist the Business Administrator in planning, organizing, and directing the activities of various municipal departments.
- Coordinate with department heads to ensure the timely and efficient execution of projects and services.
- Prepare and review reports, budgets, contracts, and other administrative documents.
- Initiate, plan, execute, manage, and close out grants.
- Maintain comprehensive and accurate records of ongoing, past, and future projects.
- Help implement municipal policies, procedures, and programs to improve efficiency and effectiveness.
- Assist the Borough Administrator on various management and administrative issues, including planning, analyzing, and implementing Borough-wide projects and initiatives; complete special projects as assigned.
- Conduct complex analytical projects such as financial budget analysis, labor contract projections, and contract impact analysis for the Borough Administrator.
- Facilitate communication between the Business Administrator and other municipal officials, departments, and the public.

- Assist in preparing for council meetings and ensuring accurate documentation and follow-up of meeting outcomes.
- Respond to public inquiries and provide support in resolving concerns related to municipal services.
- Assist in preparation and payment of expenses, purchase orders, requisitions, and other transactions.
- Oversee or assist in managing special projects as assigned by the Business Administrator.
- Attend Council Meetings when requested by the Borough Administrator.

Qualifications:

- Bachelor's degree.
- A minimum of three (3) years of experience in local government, public administration, or a similar role.
- Strong knowledge of municipal operations and insurance claims, including workers' compensation.
- Sense of ownership and pride in your performance and its impact on the Borough's overall success.
- Excellent verbal and written communication skills.
- Ability to manage multiple tasks, prioritize, and meet deadlines.
- Critical thinker with excellent problem-solving skills.
- Knowledge of local government laws and regulations is an asset.

Knowledge, Skills & Abilities

Thorough knowledge and proficiency with Edmunds, Microsoft Office Suite, and the ability to utilize the platform to perform extensive searches and analysis.

The Borough of Hightstown is an Equal Opportunity Employer. Salary Dependent on Qualifications.

Applications can be emailed to Borough Clerk, Peggy Riggio priggio@hightstownborough.com

Posted: September 18, 2024