



Borough Administrator  
48 Washington Street  
South River, NJ 08882-1216  
Office: 732-257-1999, Ext. 519  
Fax: 732-613-3081

March 11, 2023

Applications are now being accepted for the position of:

**Assistant to the Borough Administrator (Part Time)**

**DUTIES**

**See Attached**

**QUALIFICATIONS**

**See Attached**

Applications are available at the Borough Administrator's Office, 48 Washington Street and must be filed by the end of business day (4:30 pm), March 20, 2023.

## BOROUGH OF SOUTH RIVER

### JOB DESCRIPTION

POSITION: Assistant to the Borough Administrator for Special Projects (Part Time)

DEPARTMENT: Administration

SALARY: The Assistant to the Borough Administrator for Special projects shall receive compensation for services as an annual salary, which shall be fixed in accordance with the provisions of the ordinances governing the salaries.

#### **Summary Statement:**

Performs work of a highly confidential and responsible nature. A working position responsible for assisting the Borough Administrator in performing the functions and duties of his office and performing such additional functions and duties of special projects prescribed by the Borough Administrator.

#### **Machines, Tools and Equipment Used:**

Personal computer, calculator, word processing, excel, publisher, spreadsheets and other application software, journals, ledgers, copy machine, facsimile, telephone and other as required.

#### **Source of Authority:**

Borough Administrator

#### **Job Duties:**

- A. Perform assignments of complex natures for the Borough Administrator.
- B. Gather, collate and classify information to compile and maintain various reports and complaints.
- C. Compose correspondence for the Borough Administrator along with memos and notices.
- D. Prepare reports, forms, memos and correspondence of a confidential nature for the Borough Administrator.
- E. Troubleshoots under the immediate direction of the Borough Administrator.
- F. Collects and analyzes data needed as a basis for administrative decisions.
- G. Any and all other duties as directed by the Borough Administrator or other administrative officials as assigned by the Borough Administrator.

#### **Appointment:**

Said Assistant to the Borough Administrator for Special Projects shall be appointed by the Mayor with the advice and consent of the Borough Council for an indefinite term.

**Required Knowledge, Abilities and Skills:**

Ability to compose, transcribe and proofread correspondence, to format financial reports, and to set up and maintain various filing systems. Knowledge of office procedures, computer, computer software and peripheral equipment. Demonstrated skill in business, grammars, punctuation, spelling and written and oral communications. Ability to prioritize duties and to work harmoniously with other Borough personnel and citizens.

**Education, Experience and Training:**

The Assistant to the Borough Administrator for Special Projects shall either have a degree from a recognized college or university and specialized training in public administration or at least five years of responsible experience in an executive or administrative position reasonably related to the duties of the position.

**Dress Code:**

Business Professional: Attire must be suitable for the position in order to maintain the professional image of the Borough Administrator's Office.

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