

TOWNSHIP OF BYRAM  
NEW JERSEY

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[www.byramtwp.org](http://www.byramtwp.org)

**Job Code: 05895**

**MUNICIPAL DEPARTMENT HEAD**

**DEFINITION**

Under direction of the Township Manager, responsible for assisting in the execution of department functions through implementation of policy and development, management, and control of plans, programs, operations and performs other related duties as required.

Responsible for the dissemination of information regarding the plans, goals, programs, and achievements of the Township through various media.

Responsible for the management of grants within the Township and the development of methods and means to secure new funds for proposed programs.

**EXAMPLES OF WORK:**

Plans, organizes, and directs programs.

Create and manage program budgets. Confers with management on budgetary needs and allowances.

Ensures that project target dates and/or deadlines are met.

Provides assignment, instruction, and supervision to program staff.

Develops, reviews, interprets, and controls objectives, policies, and procedures.

Recommends organizational arrangements, performance criteria, and administrative policies designed to help achieve organization goals and purposes of its programs.

Participates in or performs special projects which require analysis and makes recommendations regarding appropriate action.

Serves as liaison with other departments and agencies to alleviate management and administrative problems.

Problem solving to address problems that may arise and require action.

Plans public information programs and disseminates information to inform the public or affected groups about the work of the Township.

Writes, edits, or oversees the writing and editing of copy; reviews and evaluates for policy and content; styles informational and promotional materials such as press releases and publications

Establishes and maintains liaison and cooperative working relationships with media representatives and with interested public, private, and volunteer groups to ensure understanding of the Township's programs and to create and maintain a favorable public image.

Under direction, assists the Township Manager and Department Heads with the identification potential grant sources, preparation of grant applications, and the management and closeout of grant awards.

Reviews grant applications, agreements and accounting documents to insure accurate budget information, and conformity with grant conditions.

Maintains grant records and files.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a bachelor's degree.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**EXPERIENCE:** Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

**LICENSE:** Appointees will be required to possess a valid driver's license in New Jersey.

**KNOWLEDGE AND ABILITIES:**

Knowledge of and familiarity with government budget practices, procedures, problems, and analysis.

Knowledge of programs, responsibilities, functions, organization, and budget and operating problems of the department after a period of training.

Knowledge of theory and practice of organization, planning, management, and supervision.

Ability to plan, initiate, and execute programs within the department. Ability to analyze, interpret, and apply basic laws, rules, and regulations.

Ability to establish procedures and apply them to specific problems or tasks.

Ability to work harmoniously with associates, subordinates, other divisions and/or departments, and with the public.

Ability to review budget requests critically using basic data.

Ability to assign, instruct, and supervise professional and other staff.

Ability to plan, carry out, and supervise assigned investigations, surveys, studies, and research activities and report thereon.

Knowledge of the surveys, techniques and other information gathering processes to determine the attitudes and reactions to agency programs.

Ability to arrange and/or conduct information programs, interviews, press conference, surveys, and other programs utilized to disseminate public information.

Ability to utilize communication and media for the dissemination of information.

Ability to gather, analyze, and interpret information on a variety of subjects relevant to Township operations.

Ability to plan, organize, and direct various public information programs.

Ability to effectively write and edit brochures, bulletins, and other publications relating to Township activities.

Ability to review and edit written material, correct, proof, and select illustrations.

Ability to plan, organize, supervise, and coordinate grant funding opportunities including communication with various department heads to assist with the management of grants.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the Township, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.