

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

POSITION TITLE: **MAYOR**  
DEPARTMENT: **TOWNSHIP COMMITTEE**  
UNION: **NO**  
FLSA STATUS:

**SUPERVISION:**

Reports to: Resident Voters/Taxpayers  
Position Titles Supervised: Along with other Governing Body members, supervises the Township Administrator and professional consultants

**POSITION QUALIFICATIONS:**

Education Required:  
Experience Required:

**SPECIALIZED KNOWLEDGE/SKILLS:**

- Knowledge of the principles and practices of modern public administration;
- Knowledge of public finance and fiscal planning;
- Ability to effectively interface with members of the Governing Body;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, professionals, volunteers and the public.

**POSITION SUMMARY:**

Head of municipal government. Chairs Committee with voice and vote.

**PHYSICAL/ENVIRONMENT CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

**EQUIPMENT:**

Computer, copier, FAX machine, telephone

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

As outlined in N.J.S.A. 40A:63-5

Shall function as the chairperson of the township committee and head of the municipal government.

Shall carefully, thoughtfully, and without bias execute powers placed in the mayor by general law.

Shall preside at meetings of the committee and shall have the right to debate and vote on all questions before the committee.

**SELECTION GUIDELINES:**

Elected by Township Committee for one (1) year term.

**CORE COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents and the general public.

*Quality Work* – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

*Operational Effectiveness* – Follows policies and procedures; supports Township's mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and

development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

*Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

*Teamwork* – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

*Safety* – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above 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 from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approval:** Edward Sasdelli, Administrator  
**Revised:** September, 2010  
**Effective Date:** 09/29/10

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

POSITION TITLE: **COMMITTEE MEMBER**  
DEPARTMENT: **TOWNSHIP COMMITTEE**  
UNION: **NO**  
FLSA STATUS:

**SUPERVISION:**

Reports to: Resident Voters/Taxpayers  
Position Titles Supervised: Along with other Governing Body members, supervises the Township Administrator and professional consultants

**POSITION QUALIFICATIONS:**

Education Required:  
Experience Required:

**SPECIALIZED KNOWLEDGE/SKILLS:**

- Knowledge of the principles and practices of modern public administration;
- Knowledge of public finance and fiscal planning;
- Ability to effectively interface with members of the Governing Body;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, professionals, volunteers and the public.

**POSITION SUMMARY:**

Acts as the legislative body of the municipality. Has all executive responsibilities of the municipality not placed in the office of the mayor.

**PHYSICAL/ENVIRONMENT CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

**EQUIPMENT:**

Computer, copier, FAX machine, telephone

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

As outlined in N.J.S.A. 40A:63-6

Shall pass, adopt, amend and repeal any ordinance or where permitted, any resolution for any purpose required for the government of the municipality or for the accomplishment of any public purpose for which the municipality is authorized to act under general law.

Shall control and regulate the finances of the municipality and raise money by borrowing and taxation.

Shall create such offices and positions as deemed necessary; may remove any officer of the municipality, other than those officers excepted by law, for cause.

Shall investigate any activity of the municipality.

Shall carefully, thoughtfully, and without bias execute executive responsibilities of the municipality not placed, by general law or this act, in the office of the mayor.

May create advisory councils to the municipality, including councils for the functions absorbed by them of any heretofore existing boards, commissions or districts.

**SELECTION GUIDELINES:**

Elected by resident majority vote

**CORE COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents and the general public.

*Quality Work* – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

*Operational Effectiveness* – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

*Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

*Teamwork* – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

*Safety* – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above 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 from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approval:** Edward Sasdelli, Administrator  
**Revised:** September, 2010  
**Effective Date:** 09/29/10