

# Working with your Administrator

Newly Elected Orientation  
February 1, 2025

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# What is an Administrator, and who are your staff?

Business Administrators are chief executive officers; manage day-to-day operations

*Elected officials are the legislators! Policies must be adopted at the governing body level.*

Department heads are your chiefs, municipal clerks, engineers, tax collectors, etc.

As the BA, it is appropriate for them to have the most contact with the staff, while elected officials communicate directly with the administrators



# Roles and Responsibilities

Duties include (but are not limited to):

Operations, personnel and benefits, budget prep, policy implementation, planning and development, professional contracts, communications, contract negotiations, etc.

Constantly dealing with constraints: state statutes, Civil Service, form of government, federal grants, etc.

*This is why government moves at a glacial pace*



# Know your Form of Government

There is a wide variance between committees and councils, directly elected vs rotating mayors, boroughs and townships, etc.



Each municipality is unique, and that's Ok

- *We are a home rule state!*
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Your form of government will drive the relationship you have with your Administrator, and in turn your staff



Civil Service vs Non-Civil Service

# Stressful Moments

Administrators have a tough job, but its harder being an elected official

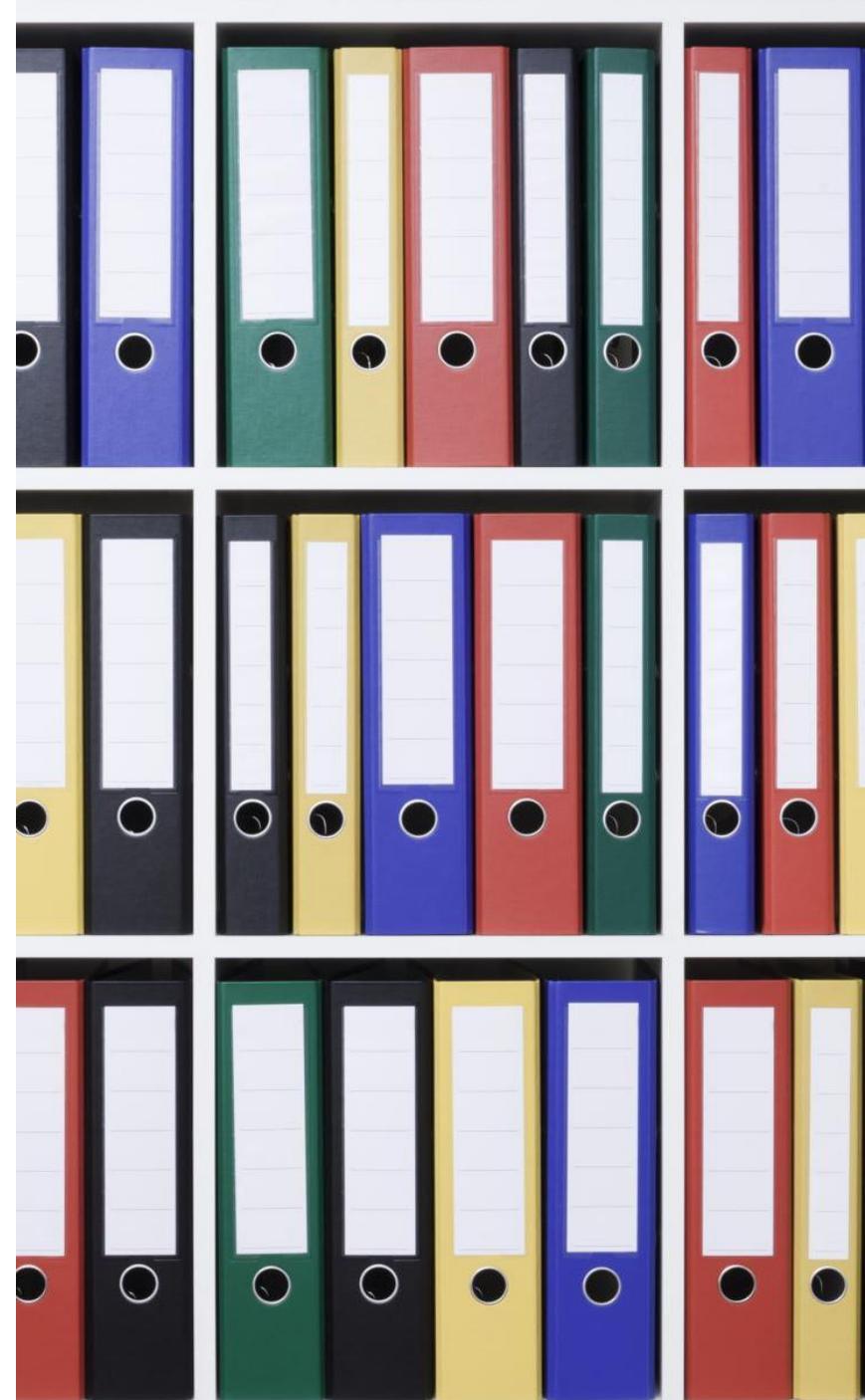
*We present the budget, but your names are on the final document*

It's our job to prepare you all to make tough choices

Sometimes administrators can't share all information, such as during a personnel investigation or a labor issue

*This protects both you and the municipal corporation*

We lean on each other as colleagues (NJMMA)



# Help Us Help You

3 most important people that support elected officials:

*Administrator, Clerk & Attorney*

Ask lots of questions, especially before a public meeting

Communicate policy direction clearly and frequently

Priorities must be established, agreed upon, reviewed and updated as needed

Maintain a clear chain of command with staff

Administrator must be a conduit for policy

When dealing with constituents, let us be your buffer

\*Remember, we are all trying to do right by our towns

# Supporting the Staff

- Communicate, communicate, communicate (especially amongst your colleagues!)
- Seek to build trust and rapport with your Administrator
- Support necessary investments in personnel and tools, especially professional development
  - Most licensed positions require CEUs that the municipality should support to retain good staff
  - Professional organizations, like NJMMA, are invaluable to our ability to do our work. Supporting participation and participation is very helpful.
- Patience with new policy initiatives
- Recognize our humanity