

SUMMARY

- Extensive experience in staff management – supervises staff and work activities
 - Excellent communication skills both written and verbal
- Assures compliance of rules, regulations, policies and procedures of the Board are observed
 - Manages agenda process and works as liaison between the Board and administration
 - Develops and implements effective communication strategies and marketing plans to enhance the Board of County Commissioners' reputation and promote its programs

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE

- Operate under direction of the Clerk of the Board and Deputy Clerk to lead maintenance and progression of clerical processes; ensuring adherence to policies and procedures
- Communicate efficiently as liaison between Clerk, County Commissioners, employees and outside agencies
- Composes legislative documents for Board approval
- Research, Compile information and Responds on behalf of the Board to OPRA Requests
- Analyzes public information for government officials and provide administrative support based on departmental progress, trends, and goals
- Compose content for Social Media Platforms, website and Press Releases
- Respond to constituent questions and comments during public meetings
- Compose correspondence, opinion editorials and other scripts on behalf of Board members

MANAGEMENT

- Prepares and supervises the administrative process of Conference and Board Meetings, Committee Meetings and Budget Hearings
- Schedules and monitors staff for meetings and events
- Operates as Liaison between the Board and Administration for public inquiries
- Convey, authorize and approve procurement items with vendors
- Monitor and retain log of public speakers during public meetings
- Compile information to compose resolutions, commendations and in memoriam commendations
- Prepares student package, schedule, modules and presentations for annual student seminar/internship
- Coordinate with vendors for events, press releases and special presentations (photographer, videographer, web manager & transcriber) and upload/maintain current information to Commissioner website
- Point of Contact to constituents in Public Meetings

HUMAN RESOURCES

- Approve time, submit all Human Resource updates and modifications
- Submit payroll documentation for department in LGS system
- Completes periodic/annual employment assessments
- Maintain departmental personnel files
- Acts as Liaison between department and Human Resources

EMPLOYMENT HISTORY

2013 - Present | Chief of Administrative Services | Essex County Board of County Commissioners (ECBCC), Newark, NJ
2004 - 2013 | Administrative Analyst/Public Information Officer | ECBCC, Newark, NJ
2002 - 2004 | Manager of Employment Services | First Occupational Center of NJ, Orange, NJ

EDUCATION

2013
Newark, NJ **Executive Master of Public Administration**
Rutgers, The State University of New Jersey
Pi Alpha Alpha – National Honor Society for Public Affairs and Administration
Faculty Award for Academic Excellence – Rutgers School of Public, and Administration - 4.0 GPA

Aug 1980
South Orange, NJ **Bachelor Of Arts, Major: Psychology**
Seton Hall University