



The New Jersey Maritime Pilot & Docking Pilot Commission

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Position: BOARD ADMINISTRATOR

The New Jersey Maritime Pilot and Docking Pilot Commission (Commission) is a state agency "in but not of" the Department of Transportation. The primary role of the Commission is to license and regulate the pilots who guide vessels into and out of the New Jersey/New York harbor. The Commission and its staff work to ensure that New Jersey State licensed pilots are well educated, trained and demonstrate the highest level of professionalism in carrying out their duties.

The Board Administrator reports directly to the Executive Director and would perform a wide range of duties to help facilitate the efficient operation of the Commission.

Responsibilities Include:

- General clerical duties.
- Maintain pilot's files.
- Preparation of routine resolutions.
- Distribution of monthly agendas.
- Answer, screen and transfer inbound phone calls.
- Receive and direct visitors and clients.
- Record, compile, transcribe and distribute meeting minutes.
- Schedule and coordinate meetings, appointments and travel arrangements.
- Update the Commission's Website.
- Maintain electronic and hard copy filing system.
- Handle requests for information and data.
- Resolve administrative problems and inquiries.
- Receive, sort and distribute incoming correspondence.
- Maintain office supply inventory.
- Coordinate maintenance of office equipment.
- Serve as Ethics Liaison Officer.

Interested Candidates Should Possess:

- Computer skills and knowledge of relevant software.
- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping.
- Knowledge of principles and practices of basic office management.
- Communication skills - written and verbal.
- Planning and organizational skills.

Education

- High School Diploma or better.

Salary Range:

- \$50,000 to \$55,000

Residency Requirements:

The New Jersey First Act, P.L. 2011, and c.70, effective September 1, 2011, requires all employees of State and local government to reside in the State of New Jersey, unless exempted under the law. If you already work for the state or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

Interested Candidates:

Please submit your resume to Andre M. Stuckey, Executive Director, New Jersey Maritime Pilot and Docking Pilot Commission, One Penn Plaza East, 9th Floor, Newark, NJ 07105 by close of business on January 20, 2017.