

Pvt Home phone # Redacted

216 WOODLAND AVE, EAST ORANGE, NEW JERSEY 07017
PHONE [REDACTED] E-MAIL FAMELA30@GMAIL.COM

BIBI TAYLOR

PROFESSIONAL EXPERIENCE

City of Plainfield, Plainfield, New Jersey

City Administrator

Present

- Responsible for the day to day operations of City government with a staff of over 500 municipal employees and a budget of \$72 million.
- Direct and supervise the Departments Directors of City government.
- Serves as the Administrative liaison to local, state and federal officials.
- Review, analyze and forecast trends of City services and finance and the activities and programs of all boards, commissions and other municipal bodies.
- Develop, install and maintain centralized personnel and purchasing procedures and systems.
- Prepare the annual municipal operating and capital budgets.
- Serves as the municipal Appointing Authority pursuant to Civil Service rules.
- Serves as Fund Commissioner for the NJ Municipal Self Insurers' Joint Insurance Fund.

City of Plainfield, Plainfield, New Jersey

Director of Administration & Finance

July 2009 – November 2010

- Supervise and coordinate the activities of 11 municipal divisions, boards and agencies of government: Audit & Control, Tax Assessment, Tax Collection, Municipal Court, WIC, Health, Community & Social Services, Purchasing, Bilingual Day Care, Senior Services, and Personnel.
- Prepare and Implement Corrective Action Plans to address Audit findings.
- Responsible for the implementation of strong operating and financial controls eliminating unauthorized transactions and over-

- Responsible for the successful negotiation of a contract to privatize the City's residential halfway house.

Town of Dover, Dover, New Jersey

Town Administrator

January 2006 – June 2008

- Supervised and coordinated the activities of all municipal departments, utilities, commissions, boards and agencies of government.
- Responsible for the restructuring of the municipal Parking Utility to optimize revenue and economic development opportunities.
- Prepared and administered the annual operating and capital budget.
- Served as the Appropriate Authority as defined by NJSA 40A: 14-118 and established public safety policies for the Police Department.
- Served as the Labor Negotiator, Fair Housing Officer, Municipal Housing Liaison, Qualified Purchasing Agent, Personnel Officer, Public Agency Compliance Officer and Public Information Officer.
- Responsible for the coordination and implementation of Economic Development and Redevelopment initiatives.

Township of River Vale, River Vale, New Jersey

Interim Police Director

April 2004 – December 2005

- Established and adopted policies for governance and operation of the police department.
- Supervised the Chief of Police and examined the performance of individual police officers.
- Revamped internal controls for greater accountability on use of over-time and compensatory time.

Township of River Vale, River Vale, New Jersey

Business Administrator

March 2003 – December 2005

- Supervised and coordinated the administration of nine operating departments.
- Prepared and administered the annual operating and capital budgets.
- Implemented strong operating and financial controls eliminating unauthorized transactions and over-expenditures.
- Negotiated labor contracts for the Township.

- Served as the Compliance Officer, Personnel Officer, Public Information Officer and Purchasing Official.
- Managed all aspects of commercial district revitalization.
- Integrated technology into day-to-day operations and maintained Township's website.
- Identified, authored and managed all federal, state, and county grants.
- Liaison to resident advisory groups.

East Orange Board of Education, East Orange, New Jersey

Appointed Member / Board President

May 2003 – May 2009

- Provided guidance through policy development in areas of personnel, general administration, fiscal and business management, physical plant, educational instruction and community relations.
- Provided for effective management of the school district by employing and evaluating the chief school administrator.
- Assessed district and personnel needs to ensure student achievement.
- Served and Chaired the Finance, Policy and Negotiations Committee.
- Initiated the creation of a Parents' Advisory Council to the Board.
- Spearheaded a Cooperative Purchasing Agreement between the Board and municipal government.

City of East Orange, East Orange, New Jersey

Acting Assistant to City Administrator / Grants Analyst

January 2001 – March 2003

- Acted for and in place of the City Administrator during his absence and performed such other functions and duties as prescribed by said Administrator.
- Assisted the City Administrator in the preparation and review of the budget.
- Assisted the City Administrator in preparing and installing an employee performance evaluation system for all departments.
- Assisted the City Administrator in advising the local governing body on matters of policy.
- Prepared comprehensive reports and outlined major provisions and requirements of grant programs.
- Determined whether grant programs were essential to good government and administered economically and efficiently.

- Managed and supervised the administration of \$9 million of city-wide grant funding.

EDUCATION

Masters Degree in Public Administration, Specialization in Public Sector Finance, May 2001, Rutgers, The State University of New Jersey

Bachelor of Arts Degree in Political Science, May 1998
University of West Florida, Pensacola, Florida

PROFESSIONAL CERTIFICATIONS

Qualified Purchasing Agent & Registered Public Purchasing Official
Center for Government Services, Rutgers, The State University of New Jersey

School Business Administrator Certificate of Eligibility
New Jersey State Department of Education

PROFESSIONAL AFFILIATIONS

Pi Alpha Alpha National Honor Society for Public Affairs & Administration

East Orange General Hospital Trustee: Emergency Medical Transportation and Realty Boards (2006-2009)

The Plainfield Area YMCA Trustee (2010 – Present)

REFERENCES

Available Upon Request

SALARY REQUIREMENTS

Negotiable