

*Pvt Home phone # Redacted*

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## 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