

Under the direction of the Township Administrator, the Office of Administration is responsible for the overall supervision and day-to-day operation of the Township and all its departments.

Responsibilities include, but are not limited to, budget preparation, personnel, labor negotiations, public relations, and carrying out the policies and procedures established by the Township Committee. The office has the overall responsibility for a staff of 141 full-time employees, 14 part-time employees, and 130 seasonal workers, including summer camp counselors.

The office of Administration is responsible for the preparation and administration of a [municipal budget](#). The 2023 Municipal Budget is \$35,124,251.21. The 2023 Sewer Utility budget is \$7,849,100.

Staff Contacts

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