

City of Wildwood

**Interim City Administrator
Duties and Responsibilities**

In addition to the duties and responsibilities associated with his regular position of Director of Planning and Parks, Joseph Vujnich shall be responsible for performing the additional duties and responsibilities while serving in the capacity of Interim City Administrator that are described herein:

Duty/Responsibility

Oversee and coordinate Departments operations except as noted.

Administer 2019 Municipal Budget

Perform duties of Budget Officer and Purchasing Agent as prescribed in the City Code of Ordinances

Provide General Personnel Administration

Authorize Purchase Orders and Payments

Execute Payment Checks

Primary Signature
Secondary Signature

Oversee and authorize Payroll, Wire Transfers and ACH

Execute authorized agreements

Signature
Witness

Provide regular financial updates to City Council and Committees

Interface on behalf of City with County Police

Interface with City Attorney on litigation and other legal matters

Oversee Municipal Court and IT services

Supervise Administrative Office Staff

Provide regular Council Communications

Attend City Council Meetings

Attend Board, Commission and Committee Meetings as necessary

Coordinate City Public Relations and Information

Respond to public questions, concerns, problems

Oversee maintenance and repair of City Hall general building systems and equipment

Oversee City Hall Building and Site Maintenance and repairs

Serve on Crossings Community Improvement District (CID) Board

Oversee CID Business and Administrative responsibilities

Coordinate City involvement with Strecker Forest Environmental,
Development and Litigation (Claymont Lawsuit)

Supervise and coordinate financial grant applications and administration

Provide staff support to City Administrator Search process and consultant

01-10-2019