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**ANDREW A. MAIR**

1 Fallview Court  
Hamilton Township, NJ 08690

**RÉSUMÉ**

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**EDUCATION:**

**ICMA, CM**

Certified Manager, International City/County Management Association

**Master of Public Administration**

Temple University, Philadelphia, PA

Major Area of Concentration: Administration

Honors: SEPARC/IPA Scholarship

**Master of Education**

Temple University, Philadelphia, PA

Major Area of Concentration: Intergroup Relations

Honors: National Teacher Corps Scholarship

**Bachelor of Arts**

Temple University, Philadelphia, PA

Major Area of Concentration: Political Science

Honors: Dean's List all full semesters; Temple University Scholarship; Treen Foundation Scholarship; runner-up, Andrew Mutch Scholarship (to St. Andrew's, Scotland); nomination, Woodrow Wilson Fellowship; Political Science Honors Program; Pi Lambda Alpha (Political Science Honor Society)

**Other**

Extensive continuing education including labor law; personnel management; fiscal management; technological applications; utility deregulation; privatization; police liability; and other subjects pertinent to Public Administration.

**EXECUTIVE EXPERIENCE:**

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**COUNTY OF MERCER****New Jersey**

2004-present

**County Administrator:** Chief Operating Officer in a County Executive form of government having an annual budget in excess of \$298 million and a peak work force of approximately 2,000 employees. Mercer County is a full-service County operating a geriatric center, a commercial airport, an extensive park system including three golf courses, tennis and equestrian centers, a para-transit program and a prison in addition to the routine functions of local government. Reports directly to an elected County Executive who is the Chief Executive Officer.

**Duties Include:**

**Fiscal Management:** Preparation and Management of an annual operating budget and a capital program that includes construction of an \$80 million Courthouse. Upgrade of budget process and format and of fixed-asset management program.

**Economic Development:** Oversight and general administration of an Economic Development Department incorporating Foreign Trade Zones, promotion of Mercer County as a business venue, a Workforce Investment Board and a One Stop Career Center. Acting Director of that Department for one year, 2008.

**Contract Management:** Oversight of procurement process. Direct preparation of contracts for construction design professionals, labor counsel and other professional services. Negotiation and oversight of leases.

**Personnel:** Primary responsibility for collective bargaining with 19 units including four eligible for binding arbitration. Personally conducts mediations via labor-management committees. Design and implementation of anti-harassment program. Last step hearing of grievances. Supervision of department/division heads. Acting Director of Personnel Department for one year, 2008.

**Capital/Infrastructure Management:** Direct involvement in planning and construction of Superior Courthouse. This phased project is estimated at \$80 million for the first phase. Direct management in polling place accessibility project. General oversight of road, bridge and drainage projects and of MS4 compliance plan.

**Technological Applications:** Hiring of Information Technology (I.T.) Director. Direct management of agenda management automation. Oversight of Website upgrade and ongoing I.T. upgrades including reverse 911 and Voice Over Internet Protocol projects.

**General Duties:** Acting County Executive in elected County Executive's absence. Analysis and recommendation of all personnel matters for County Executive's action. Projects to expedite judicial process. Liaison to County Fire Chiefs' Association. Direct management of extensive Shared Services program. Direct reports included department heads and Medical Examiner.

**EXECUTIVE EXPERIENCE:**

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**TOWNSHIP OF WINSLOW****New Jersey**

2002-2004

**Township Administrator:** Chief Operating Officer of a Mayor/Committee township having an in-house water/sewer utility, a combined annual operating budget in excess of \$25 million, and a work force of approximately 200. Reported directly to elected Mayor and Committee.

**Duties Included:**

**Fiscal Management:** Preparation and management of a \$25 million budget. Successful revenue enhancement through economic development and improved management of Township assets such as surplus land, municipally held liens and cash. Successful upgrade of a derelict collections program for water service fees.

**Economic Development:** Development of prospects; negotiation of incentives; designation of Redevelopment Area; liaison to cooperating agencies; management of implementation plans. Successful projects include a \$40 million national headquarters and distribution center. Member, Pinelands Smart Planning project task force.

**Contract Management:** Negotiation and management of contracts for third-party construction/code enforcement. Negotiations resulting in enhanced yield in banking. Negotiations for rental of tower space for wireless communications.

**Personnel:** Collective bargaining with four units including police. Implementation of anti-harassment program. Recruitment and hiring of senior administrative staff. Revision of personnel policies. Preparation of blood-borne pathogens plan. Supervision of Department heads and other senior staff.

**Capital Projects/Infrastructure Management:** Direct involvement in planning of a utility department building. Ongoing oversight of water and sewer system expansion and of an infiltration and inflow reduction project. Preparation of grant applications for CDBG and other infrastructure upgrade projects.

**Technological Applications:** Planning, implementation and management of project to upgrade entire Information Technology system of Township including hardware, communications, software, GIS and Web site. Technical work carried out by a contract professional.

**General:** Liaison to other governmental agencies, including School District regarding failed budgets. Overall management of all Township departments.

**EXECUTIVE EXPERIENCE:**

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**CITY OF ATLANTIC CITY****New Jersey**

1994-2002

**Business Administrator:** Chief Operating Officer of a strong mayor municipality having an annual budget in excess of \$153 million and a peak work force of 2,000 employees including 427 sworn police and 253 sworn fire fighters. Reported directly to the Mayor who was the Chief Executive Officer.

**Duties Included:**

**Fiscal Management:** Preparation and management of a \$153 million operating budget and a \$210 million capital budget. Preparation, implementation, and management of cost containment and revenue enhancement programs. Overhaul of moribund program for collection of delinquent taxes; tax lien assignments; foreclosures and sale of foreclosed properties. Negotiations regarding tax appeals, tax abatement and development of ratables.

**Contract Management:** Preparation of bid specifications, negotiation and management of privatization contracts for fleet management, health care, and elevator inspection.

**Personnel:** Collective bargaining with seven units including police and fire. Hearing officer for last step grievances and for discipline. Evaluation and selection of benefit plan management. Recruitment and hiring of senior professional staff. Supervision of department heads.

**Capital/Infrastructure Management:** Direct involvement in planning and construction of a firehouse and public safety building and in retrofits of City Hall and Public Works Building. Direct involvement in beach replenishment, storm water drainage upgrade, boardwalk reconstruction, traffic control and acquisition of rolling stock.

**Technological Applications:** Institution of overall upgrade of City Information Technology applications, computer upgrade, GIS implementation, and voice and data communication functions.

**General Duties:** Acting Mayor of Atlantic City in elected Mayor's absence. Primary interface between Administration and City Council. Liaison to other governmental agencies, including School District and County Superintendent. Performed management studies, cost benefit studies, and policy analyses for the Mayor. Overall management responsibility for all of City government except for City Council and its subordinate divisions.

**EXECUTIVE EXPERIENCE:**

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**PENNSYLVANIA TRIAL LAWYERS ASSOCIATION****Philadelphia, Pennsylvania**

1992-1994

**Executive Director:** Chief Executive Officer of a statewide professional organization comprising four (4) corporate entities. Reported directly to a Board of Governors.

**TOWNSHIP OF WARMINSTER****Pennsylvania**

1989-1992

**Township Manager:** Chief Executive Officer of a minor civil division with an annual budget in excess of \$14 million and more than 130 employees including 41 police personnel. Special projects included golf course development and management and compliance with solid waste removal regulations. Reported directly to an elected Board.

**COUNTY OF DELAWARE****Media, Pennsylvania**

1983-1989

**Assistant Director:** Advanced line administrative position with direct managerial responsibility for departments of county government in the third largest county in Pennsylvania, having an annual operating budget in excess of \$150 million and approximately 2,700 employees. Administrative staff functions also were performed. Reported directly to the Executive Director of County Government.

**COMMUNITY HEALTH ADMINISTRATION PROGRAM****Chester, Pennsylvania**

1980-1983

**Executive Director:** Chief Executive Officer of a free-standing, not-for-profit agency contracting with the federal government and others to provide primary health care. Reported directly to an incorporated, governing Board. Full executive responsibility for fiscal management; personnel management; program development; community relations; and general administration.

**PROFESSIONAL AND COMMUNITY SERVICE (Past and Present):**

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Board Member: Mercer County Fire Academies; Mercer County Active Fire Chiefs Association (Liaison); Camden County Chapter, American Red Cross; Camden County Joint Insurance Fund, Executive Committee; Greater Egg Harbor Scenic River Council; William Penn School District Authority

Member: ICMA Certified Manager; IPMA; National Association of Counties; New Jersey Economic Development Authority; Pinelands Commission Smart Planning Task Force; Association of New Jersey Environmental Councils; New Jersey Managers Association; New Jersey League of Municipalities; South Jersey Managers Association; American Society of Public Administrators; The Archeology Conservancy

President: Chester Business and Professional Association, an organization of 125 dues-paying members including major corporations, educational institutions, banking institutions, and retail establishments, Chester, Pennsylvania.

President/Member: Borough of Lansdowne, Pennsylvania, Planning Board

Community Leadership Associate and active member of the City Policy Committee, voluntary organizations that provide a forum for civic leaders and others to participate in public policy in Philadelphia.

**REFERENCES:**

Available upon request.