

24 Harvard Road
Parlin, NJ 08859
March 28, 2012

Colin Baenziger
Colin Baenziger & Associates
City Manager Search – Key West
12970 Dartford Trail Ste 8
Wellington, Fl 33414

Managing a large municipality requires a varied skill set; I am a business professional with over 30 years of experience and currently the Business Administrator for the Township of Old Bridge (population of 65,000, 245 full-time employees, 50 million dollar budget, 42 square miles).

I have experience in health benefits, fiscal planning, labor negotiations, shared services and preparation of grant applications. I have managed in both Civil Service and Non-Civil Service municipalities. For a period of time I was the Acting Director of Community Development and Acting Director of Public Works. I am a Certified Municipal Registrar of Vital Statistics and Director of the Community Development Block Grant Program (CDBG).

I have successfully managed in different forms of government. In Aberdeen I served in the Council / Manager form of government as the Township Manager. While serving as the Chief Executive of the Township I was responsible for the day to day operations of a 15 million dollar municipal budget and a 4 million dollar water and sewer budget. The Township Manager appoints all other department heads and is also responsible for the overall direction of all departments. I acted as a policy advisor, and was directly involved in the preparation of the municipal budget and collective bargaining agreements.

In both municipalities I managed capital projects, which included creating bid specifications or directing the drafting of specifications and managing projects to completion. This requires knowledge of public bidding and purchasing laws, as well as coordinating activities across every municipal function.

During my career at AT&T, I managed several hundred employees performing a diverse set of tasks which included; project management training, call centers and data centers. I have acquired expertise in all stages of the product life cycle; from gathering requirements, negotiating and documenting specifications, design, development, testing and support. I have managed the Network and Information Technologies curriculums at AT&T Learning for several years, which was awarded one of the top ten corporate learning organizations in Training Magazine in 2002. The curricula I developed won AT&T the IEEE Employer Professional Development Award in 2001; this award is given to one corporation a year.

I believe my skills and track record of proven results would greatly benefit your organization. I am available to discuss in more detail my background and qualifications. Please feel free to contact me via email at josephcriscuolo@optonline.net or by telephone at 732-816-7837.

Sincerely,

Joseph Criscuolo

Joseph Criscuolo
24 Harvard Road
Parlin, NJ 08859
josephcriscuolo@optonline.net
732-816-7837

Summary of Qualifications

- Business Manager with:
 - Demonstrated strengths in municipal government; grant preparation, human resources, contract negotiations, project management, construction management, budgeting, and planning. Private sector experience including industry recognition by the IEEE (Institute of Electrical and Electronics Engineers).

Summary of Experiences

Business Administrator / Director of Public Works / Director of Community Development / Registrar of Vital Statistics, Township of Old Bridge, (1/2011 – 3/2012)

- Assist the Mayor in managing the day to day operations of 245 plus full time employees
- Manage a \$50 million annual municipal operating budget.
- Business Administrator in Mayor-Council Faulkner Act Form of government with specific expertise in New Jersey local government policy.
- Manage the Townships health benefits, strategic budgeting, fiscal planning and labor-management negotiations, intergovernmental shared services and preparation of grant applications.

Township Manager, Township of Aberdeen, (9/2008 – 1/2011)

- Served as the Chief Executive and Administrative Officer in Council-Manager form of government also services as the Director of Public Safety.
- Manage a \$15 million annual municipal operating budget and a 4 million dollar water and sewer budget.
- Responsible for the day to day operations of the municipality including the Township's water, sewer, solid waste and recycling programs.
- Appoints all department heads and is also responsible for the overall direction and supervision of those departments.
- Ensure that all ordinances, policy decisions of the Council and laws promulgated by the State of New Jersey subject to enforcement by the municipality are enforced and executed.
- Negotiates collective bargaining agreements, and is directly involved in the preparation of the municipal budget.
- Redevelopment projects included the Senior Housing Project, Train Station and the redevelopment of the Anchor Glass Projects including Brownfields grants.
- Served as a commissioner to the Monmouth County Community Development Block Grant Program, the Municipal Joint Insurance Fund and the Central Jersey Health Insurance Fund.
- Project Management water, sewer, drainage, paving, sidewalk, street lighting projects.

Assistant Business Administrator / Director of COAH / CBDG / Registrar of Vital Statistics, Township of Old Bridge, (3/2004 – 8/2008)

- Managed projects including bid specifications, change orders, purchasing, budget preparation, construction, scheduling, and site remediation.
- Negotiated collective bargaining agreements.
- Director of COAH rehab and Community Development Block Grant Program, including five year and annual planning grant applications and residential housing rehabilitation.
- Created bid specifications and managed the delivery of products and or services across every department.

Program Manager / Principal Technical Staff Member, AT&T Learning Services (9/96 – 9/2003)

- Managed the direction of the curriculum including; budget, technical content, course design, and course scheduling worldwide.
- Management of multiple vendors/consulting firms retained to perform the work.
- Managed the Business Curriculums. (winner of the IEEE Employer Professional Development Award)

Staff Manager, Consumer Communications Services, AT&T Calling Card (11/92 - 8/96)

- Responsible for the design, testing, documentation and implementation of the AT&T Calling Card Services.
- Member of the 1994 Consumer Communications Services; Malcolm Baldrige National Quality Award Winning Team.

Member of the Technical Staff, AT&T Bell Laboratories, Inbound Product Development, Network Operations Technical Planning (10/91-11/92)

- Managed the development of the 800 Number Portability
- Provided technical planning support for 800 and 900 Services and created plans and proposals for enhancements to existing operational capabilities.
- Prepared requirements for network elements, operations systems, tools and measurements. Specified the procedures to be used to provide operations support.

Staff Manager, Information Management Services (IMS), Strategy and Research (6/88 - 10/91)

- Led the implementation of an information processing architecture for information systems.
- Evaluated/assimilated technology directions, linking them to business requirements. Built broad consensus on AT&T technology directions.

Education

- Masters Certificate – Project Management – Stevens Institute of Technology and the AT&T School of Business
- Executive-MBA – Business – George Washington University and the AT&T School of Business
- Executive-MBA – Finance – Wharton School of Business and the AT&T School of Business

Community Service

- Chairman of the Old Bridge Township Recreation Committee
- Little League District Administrator - New Jersey District 10
- Licensed Soccer Coach Old Bridge Soccer League
- Past President of the Madison Park Little League

References Furnished upon request.