

Gary F. La Venia, 52 E. Park Avenue, Maple Shade, NJ 08052

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Summary

With more than twenty-seven (27) years of government experience at the executive level, I am a proven leader with demonstrated skills in organizational development, management, finance, budget and human resources. I am experienced in management, policy development, review, interpretation and control of objectives, policies and procedures;

- Extensive management experience of government organizations on county and local level
- Strong leadership skills
- Proven organizational development ability
- Excellent communication/public relations skills
- Human Resource responsibility/labor relations & contract negotiations
- Proven Innovator
- Extensive finance & budget experience
- Certified Government Finance Officer
- Achievement Oriented
- Long standing membership on a number of State, County & Local Boards, Commissions, Committees & service organizations
- Employ a team approach to management

Relevant Experience

Township Manager, Township of Maple Shade, NJ

March 2010 – Present

The Township of Maple Shade, located in Burlington County NJ, with a population of over 20,000 the municipality has an operating budget of over \$20,000,000; it has 100 municipal employees to include three organized labor groups. The Township, which is approximately 5 square miles, operates a Municipal Water and Wastewater Treatment utility. In addition to my duties as Township Manager I am the Executive Director of the Utility which has a budget in excess of \$14,000,000. I am also the Emergency Management Coordinator for the Township with the responsibility of working in concert with State, County and local officials to insure the necessary planning, precautions, and contingencies are in place to deal with and all emergent situations to include man-made and natural disasters.

Duties and Responsibilities:

- CAO of the Township of Maple Shade and the Maple Shade Utility Authority
- Responsible for the overall management of the day to day operation and business affairs for the municipality
- Executive Director of the Water and Waste Water Management Utility
- Manage all matters pertaining to finance and budget, purchasing, personnel administration, contract negotiations and administration.
- Possess all executive and administrative powers pertaining to personnel and related issues.
- Interact on a regular basis with federal, state and local officials, community leaders and all others doing business with the municipality
- Prepare and oversee both the Municipal and Utility operating and capital budgets
- Emergency Management Coordinator

Achievements

- ❖ Instituting new updated web-site
- ❖ Creating and installing new energy efficient, green HVAC and lighting for municipal complex to include solar arrays on several Township facilities
- ❖ Expanding and updating computer hardware, software and services
- ❖ Expanding television access to council meetings for local residents
- ❖ Instituting customer service training for municipal employees

**Director of Burlington County Improvement Authority
Burlington County Shared Service Coordinator
Burlington County Bridge Commission, Palmyra, NJ**

February 2004 – February 2010

Burlington County, New Jersey is 850 square miles, the largest county in the State; it extends from the Delaware River to the Atlantic Ocean. The population is approximately 550,000 residing in 40 municipalities. Once, almost 100% farmland, roughly one third of the region is now extensively developed. Growth occurred at a tremendous rate. The remaining area is predominately farmland and pinelands preservation area; the most farmland and open space of any county in the state. I am the first Director of the Burlington County Improvement Authority as such I was responsible for proposing, organizing and implementing all activities of both the Improvement Authority and the Burlington County Shared Services Forum

Duties and Responsibilities:

- Direct all activities and operations of the Improvement Authority
- Intricately involved with development and redevelopment projects in Burlington County
- Develop and oversee financings for governmental, non-profit & certain, specific private sector entities
- Manage a team of legal & financial consultants
- Work closely with federal, state, county, local government officials, business, community leaders' & citizen groups on a regular basis.
- Handle special projects, special events, orchestrate, organize and conduct varied meetings
- Direct and coordinate ongoing shared service & consolidation efforts of local governmental entities in the County primarily through the Burlington County Shared Services Forum which I established and oversee as the County Shared Services Coordinator
- Interact regularly with federal, state, county and local officials and community stake- holders

Achievements

- ❖ First Director of Burlington County Improvement Authority
 - ❖ Formed the Burlington County Shared Services Forum recognized as one of the most innovative organizations of its kind in the State
 - ❖ Organized and directed \$400,000,000 in pooled government lending's and \$100,000 ,000 in private sector conduit lending's to date, managing a team of professionals involved in the process to include attorneys, financial consultants, other financial professionals and government officials
 - ❖ Directly involved in the formation of an elected the first vice-president of the New Jersey Shared Services Coordinators Association
 - ❖ Oversaw the initiation and implementation of the Burlington County Storm Water Management Plan, Burlington County Energy Conservation Plan, and Rancocas Creek Clean-up (a model project for the entire State)
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- ❖ Published in the NJLOM Magazine, speaker at the NJ Government Finance Officers Association Conference, the New Jersey Association of Counties, and the New Jersey League of Municipalities Annual Conferences
- ❖ Burlington County Chamber of Commerce Voice of Business Award for Economic Development

Township Manager, Township of Riverside, NJ

July 1986 – February 2004

The Township of Riverside located on the Delaware River in Burlington County NJ has a population of over 15,000 with a budget of over \$20,000,000; it has 80 municipal employees to include two organized labor groups. The Township is 2.0 square miles making it the one of the most densely populated municipalities' in South Jersey. It is one of the most ethnically diverse communities in the county. The Township also has a Municipal Wastewater Treatment facility overseen by the municipality.

Duties and Responsibilities:

- Responsible for the overall management of the day to day operation and business affairs for the municipality
- Manage all matters pertaining to finance and budget, purchasing, personnel administration, contract negotiations and administration.
- Interacted on a regular basis with federal, state and local officials, community leaders and all others doing business with the municipality
- Deputy Treasurer worked closely with the CFO to insure efficient and effective fiscal management
- Purchasing Officer- Directed all purchasing for the Township
- Certified Municipal Welfare Director and Registrar of Vital Statistics

Achievements

- ❖ Reduced health benefit costs by 40% while maintaining the same level of coverage for all employees
- ❖ Overhauled and reinvigorated a very poor Public Works Department into an effective and efficient group of motivated employees
- ❖ Substantially reduced other insurance costs for the municipality by becoming one of the founding communities of the Burlington County Joint Insurance Fund for which I served as the first secretary and subsequently chairperson for 8 years
- ❖ Installed the first computer network for servicing every department in the organization thereby creating efficiency, reducing workload, and increasing productivity of the workforce which increased and improved services offered to our residents
- ❖ Instituted the first township newsletter
- ❖ Named Chairman of the NJ League of Municipalities Legislative Committee on Pension, Personnel, & Elections Committee

**Executive Assistant/Environmental Administrator
Burlington County Health Department, Mt. Holly, NJ**

February 1984 - July 1986

The Burlington County Health Department provides complete health and environmental services to all 40 municipalities in the County of Burlington

Duties and Responsibilities:

- Personnel administration
- Overall supervision of the environmental staff
- Budget preparation and administration
- Right to Know Law administration for all of Burlington County
- Directly involved in the formation of the Burlington County Environmental Response Unit

Achievements

- ❖ Instituted the administration of the Right to Know Law for the County of Burlington and all municipalities in the county to include setting up a countywide education and training program for government professionals
- ❖ Directly involved in establishing the Burlington County Environmental Response Team
- ❖ Directly involved in establishing the Burlington County Hazardous Waste Disposal Program
- ❖ Employed as the first Environmental Administrator in Burlington County

Education

Rutgers University Graduate School of Public Policy

Master of Public Policy

Emphasis on Finance & Budget, Organizational Development, Personnel Administration

Rutgers University

BA in Political Science (High Honors)

Award for Outstanding Academic Achievement in Political Science, inducted into the Phi Sigma Lambda Honor Society

Burlington County College

AA Social Science

Rutgers School of Continuing Education

Certified Government Finance Officer

License #0888-0049

Professional Affiliations

Past Vice President - New Jersey Shared Services Coordinators Association

Chairperson - Burlington County Local Advisory Council on Alcohol and Drug Abuse (LACADA)

Burlington County Chamber of Commerce (Member of the Economic Development Committee)

Member & past chairperson of the Riverside Twp. Redevelopment Advisory Committee

Maple Shade Township Main Street NJ Board of Directors (part of Main Street USA)

Burlington County Route 130 Advisory Committee (past chairman 1997 -2004)

Member, Burlington County Anti-gang Task Force

Member NJ League of Municipalities Legislative Committee (Past Chair Pensions, Personnel and Elections subcommittee)

Maple Shade Advisory Board of Commerce

Chairman for the Professional Managers Municipal Joint Insurance Fund (Past Chair of BURLCO JIF)

Sitting member of the NJMEL

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