

Arch Liston

Education

Master of Governmental Administration *University of Pennsylvania, Fels Center of Government*
Bachelor of Science, Law and Justice *Trenton State College*
Senior Executive Institute *University of Virginia*

PROFESSIONAL EXPERIENCE

Business Administrator-City of Bridgeton (September 2006 – Present)

Oversight of 250 full-time employees with an annual budget of \$22.5 million. Worked with NJ Department of Community Affairs in the "Distressed Cities" Program. Negotiated and settled labor agreements with eight different unions. Reorganized Emergency Medical Services under paid Fire Department. Reorganized Inspections Division and all planning/zoning functions. Authored five year "Financial Recovery Plan" for City as requested by DCA. Coordinated City's designation as "Rehabilitation Area." Increased return on surplus property through GovDeals internet auctions. Implemented changes in financial software with increased emphasis on budget controls and accountability. Oversight of Master Plan process, last updated in 1976. Acquired property, funding, coordinated design of retrofitted police/court facility that opened in May 2009. Qualified Purchasing Agent.

TOWNSHIP MANAGER, MOUNT HOLLY, NJ (July 1999 – September 2006)

Chief executive officer of a township with an annual budget of \$7.5 million, 100 full and part-time employees with 10,600 population. Primary responsibilities included budget preparation, management control, purchasing agent, and personnel manager. *Negotiate all labor contracts (five) for the township and hear all grievance matters.* Directed grant writing efforts. Work effectively with all township professionals. Review all ordinances and recommended changes to Township Council. Served as a member of the Parks and Recreation Committee and Emergency Management Committee. Extensive knowledge of NJ Department of Personnel regulations and procedures. Oversight of Neighborhood Preservation Program and administration of Regional Contribution Agreements. Had four different areas designated as "Redevelopment Areas."

Accomplishments

- Researched, designed and implemented summer recreation program.
- Initiated bond program to repair dam, roadways and bridges.
- Implemented "Acquisition and Demolition" of high-crime neighborhood.
- Directed major economic development of township through *Urban Enterprise Zone*.
- Implemented technology based services throughout Township offices.
- Improved labor relations with five separate bargaining units.
- Successfully rebuilt parking facilities in downtown business area.
- Wrote and coordinated grants to revitalize township parks.
- Transitioned self-insurance health fund into state-wide system, saving \$150,000 in first year
- Coordinated efforts to receive "Main Street" designation for central business district.
- Reorganized all inspections under one department and increased enforcement by 300%.
- Rewrote personnel manual to include sexual harassment and computer usage policies.
- Recognized by *Statewide Insurance Fund* for 2005 "All Lines Loss Control Award."

Police Chief-Police Lieutenant-Police Sergeant-Patrolman (1975-2000)
Mount Holly Township Police Department

Established first "Mission Statement" for Police Department. Implemented 'COPS in School program placing officers in the K-8 School System and Regional High School. Worked jointly the County Prosecutor's Office in establishing directives regarding hostage situations and civil disturbance. Prepared and administered budget, initiated disciplinary actions, internal affairs functions and oversaw hiring and background investigations.