

JOEL ROSA, MPA

CONTACT

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EDUCATION

- Masters in Public Administration (2020)**
Fairleigh Dickinson University,
Teaneck, NJ
GPA: 4.0
- Bachelors of Science in Nutrition (2010)**
Montclair State University
Montclair, NJ

CERTIFICATIONS

- Principles of Redevelopment (2015)
Center of Government Services
Rutgers State University
- Ethics Practice (2016)
Center of Government Services
Rutgers State University
- Principles of Public Purchasing I, II (2021)
Center of Government Services
Rutgers State University

PROFESSIONAL SKILLS

- Public Administration
- Strategic Planning
- Regulation Compliance
- Communications
- Client / Constituent Relationship
- CRM Systems
- Budgets, Forecasts and P&L
- Contract Negotiation & Execution
- Policy Development & Implementation
- High-impact Reports & Presentations
- Training, Coaching & Team Building
- Project Management
- Administrative Skills
- Operations Management
- Crisis Management
- Problem-Solving
- Microsoft Office Suite

LANGUAGES

Spanish (Fluent)

SUMMARY OF QUALIFICATIONS

Public-sector executive and transformation professional with 15+ years of experience leading complex initiatives across municipal government, nonprofit, and community-serving organizations. Proven record managing multimillion-dollar capital and infrastructure initiatives, improving operational processes, advising executive leadership, developing policies and executive documentation, and coordinating multidisciplinary stakeholders across government, private-sector, and community environments. Experienced in translating complex organizational challenges into actionable strategies, implementation plans, and measurable outcomes, including \$250M+ in redevelopment investment, \$89M in projected infrastructure cost savings, and \$2.25M in secured grant funding. Master of Public Administration with extensive experience in stakeholder engagement, process improvement, program execution, governance, procurement, and organizational transformation.

WORK EXPERIENCE

Library Director/Municipal Dept. Head
City of Perth Amboy | Perth Amboy, NJ

2023 - PRESENT

- Lead organizational operations and strategic initiatives within a municipal government environment, translating Board and City priorities into executable programs, policies, operational improvements, and measurable public-service outcomes.
- Direct Board governance and executive documentation, developing agendas, resolutions, policies, procedures, decision-support materials, executive reports, briefing documents, official correspondence, and implementation guidance; manage multi-stakeholder reviews, reconcile feedback, maintain document accuracy and version control, and deliver review-ready materials for executive and governing-body action.
- Manage cross-functional initiatives involving City administration, governing boards, Finance, Purchasing, IT, legal counsel, architects, contractors, grant agencies, community organizations, and external partners, maintaining clear communication, accountability, documentation, and alignment across competing priorities.
- Spearhead a \$5M capital modernization initiative, managing project scope, funding strategy, stakeholder coordination, architectural and consultant deliverables, procurement activities, regulatory requirements, risk identification, and executive reporting for the transformation of a historic municipal facility into a modern, accessible public-service environment.
- Secured \$2.25M in federal and state grant funding for capital improvements by coordinating historic designation requirements, architectural cost estimates, financial planning, grant documentation, stakeholder approvals, and budget restructuring to strengthen project eligibility and implementation readiness.
- Drive process improvement and operational effectiveness across administrative, personnel, technology, facility, and public-service functions by assessing workflows, identifying service gaps, developing procedures and SOPs, implementing operational improvements, and establishing accountability standards.
- Manage personnel and administrative operations, including recruitment, onboarding, training, scheduling, payroll coordination, performance expectations, workflow management, policy implementation, and staff development while adapting resources to evolving organizational priorities.
- Lead stakeholder and community engagement through surveys, forums, outreach initiatives, partnerships, and needs assessments, translating qualitative and quantitative feedback into program priorities, service improvements, resource allocation decisions, and strategic recommendations.
- Built and mobilized a network of 200+ volunteers and established long-term partnerships with government agencies, educational institutions, businesses, nonprofits, and civic leaders to expand organizational capacity, support major initiatives, strengthen community engagement, and advance educational and economic-development objectives.

WORK EXPERIENCE

Administrative Analyst/Asst. Business Administrator

2021 - 2023

City of Perth Amboy | Perth Amboy, NJ

Supported the Mayor's Office in coordinating the activities of municipal boards, committees, and task forces, including appointment processes, meeting administration, board communications, records management, and implementation of board actions. Worked closely with board members, municipal officials, and community stakeholders to advance organizational priorities and special initiatives with the organization and administration of municipal boards and committees, including the Board of Adjustment, Planning Board, Perth Amboy Green Team, and Anti-Graffiti Task Force.

- Provided executive-level analytical and policy support to the Mayor and Business Administrator, evaluating complex municipal issues, synthesizing stakeholder input, and developing recommendations to support strategic decision-making, operational priorities, and implementation across City departments.
- Served as the City liaison for major infrastructure and capital initiatives, including the \$45M Perth Amboy Train Station redevelopment, coordinating across municipal leadership, NJ TRANSIT, consultants, engineers, contractors, community stakeholders, and partner agencies to support project execution, quality oversight, public engagement, issue resolution, and schedule alignment.
- Led cross-functional stakeholder engagement for the City's \$344M Combined Sewer Overflow (CSO) Control Plan, collaborating with engineers, environmental specialists, government officials, and advocacy organizations to evaluate alternatives and revise the implementation strategy, contributing to \$89M in projected cost savings while maintaining long-term infrastructure and environmental objectives.
- Established and implemented the City's Anti-Graffiti Taskforce, designing a cross-departmental operating model and mobile reporting workflow that improved real-time issue tracking, coordinated field response, and accountability across municipal teams, contributing to a 95% reduction in reported graffiti incidents citywide.
- Facilitated more than \$250M in private redevelopment investment by coordinating developers through municipal review processes, identifying and resolving approval barriers, facilitating cross-departmental communication, and supporting complex commercial, industrial, and residential projects that generated more than 2,000 local jobs.
- Led and supported cross-agency transformation and continuity initiatives, including COVID-19 emergency operations, coordinating municipal departments and community partners to develop operating protocols, maintain essential services, address emerging risks, and adapt City operations to rapidly changing requirements.
- Planned and facilitated multidisciplinary working sessions on stormwater management and green infrastructure, translating technical, operational, regulatory, and community considerations into actionable recommendations supporting long-term municipal planning and infrastructure resilience.
- Developed and executed stakeholder engagement and outreach strategies that filled 30+ municipal board and commission vacancies, expanding civic participation and strengthening representation within decision-making bodies overseeing housing, public health, environmental, and youth-related priorities.
- Represented the City at the New Jersey League of Municipalities and Jersey Water Works, presenting municipal initiatives, implementation strategies, and infrastructure solutions to government officials, industry professionals, and regional stakeholders.

Program Director of Civic Trusts

2016 - 2021

The Citizens Campaign | Metuchen, NJ

Led statewide civic innovation and transformation initiatives in partnership with municipal governments, school districts, law enforcement agencies, universities, nonprofits, and community stakeholders. Directed implementation of a 21st-century civics curriculum across major New Jersey cities and higher-education institutions that subsequently expanded into a national model; launched Newark's Civic City initiative; developed cross-sector Civic Trust groups focused on collaborative problem-solving; and established reporting systems to measure program outcomes, grant compliance, and implementation effectiveness.

REFERENCES

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