


**THOMAS RUSSO**  
**45 N. Aberdeen Place**  
**Atlantic City, NJ 08401**  
**(609) 347-6639**

**EXPERIENCE**

- 2008 to Present  
1983 to 1984
- ATLANTIC CITY PLANNING BOARD, Atlantic City, NJ**  
Review site plans, subdivision plots, permits for conditional uses and applications for planned development approval. Grant or deny variances in conjunction with the review of applications for approval of subdivision plots, site plans or conditional uses. Develop recommendations for City Council regarding official map and capital improvement program. Assist in the preparation and adoption of Master Plan. Assist City Council and City departments and agencies in the implementation of general plans as well as the planning, development and completion of specific projects.
- 1992 to 2008
- ATLANTIC COUNTY FREEHOLDER, SECOND DISTRICT, Atlantic County**  
**Board of Chosen Freeholders, NJ**  
Represented vast Second District constituency. Voted on County Resolutions and Ordinances. Addressed complaints and inquiries of all County residents. Served on various Boards and Commissions including, the Park Development Committee, Senior Citizens Advisory Board, Planning Advisory Board, Roads and Bridges Committee, and the Veterans Advisory Board.
- 1994 to 2005
- DIRECTOR OF NEIGHBORHOOD SERVICES, City of Atlantic City, NJ**  
Responsible for the planning, direction and supervision of community improvements in Atlantic City, that deals with inspections, code enforcement, demolition, and re-location. Coordinated all inspections and enforced all regulations pertaining to the zoning and building codes of the City. Supervised the inspections and enforced the building, plumbing, electrical, and housing codes. Examined and approved plans concerning new construction or maintenance of existing structures in accordance with municipal codes. Ensured that plans for proposed buildings comply with local zoning laws and ordinances. Developed administrative policies and procedures. Prepared the departmental budget. Made necessary recommendations as to the hiring of personnel. Responsible for all relocation activities involving residents displaced from their homes or businesses because of enforcement of various codes and fire. Prepared precise and informative reports containing findings, conclusions and recommendations.
- 1990 to 1994
- COUNCILMEMBER-AT-LARGE, City of Atlantic City, NJ**  
Researched and reviewed Resolutions, Ordinances, policies, and proposals for consideration. Reviewed, amended and voted on City budget. Addressed problems and concerns of the City constituency. Served as Council President from 1992 to 1994. Served on Administration Committee and Planning and Development Committee.
- 1992 to 1994
- OPERATOR, Humpty's Restaurant, Atlantic City, NJ**  
Managed day to day operations and finances for restaurant.
- 1990 to 1992
- OPERATOR, Celebrity Corner Restaurant, Atlantic City, NJ**  
Managed day to day operations and finances for restaurant.
- 1984 to 1990
- PROJECT COORDINATOR/SUPERVISOR, Schiffts Incorporated, Atlantic City, NJ**  
Managed day to day operations and finances for twenty-two retail stores on Atlantic City Boardwalk.
- 1983 to 1984
- DIRECTOR OF PLANNING AND DEVELOPMENT, City of Atlantic City, NJ**  
Supervised operations for the divisions of Planning, Engineer's Office, Community Development, Weights and Measures, Landlord/Tenant Affairs, Code Enforcement, and Construction. Reviewed plans of major Casino construction prior to their being sent to the State. Organized and developed first map of City owned properties.
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- 1983 to 1984      **ATLANTIC CITY LOCAL DEVELOPMENT BOARD, Atlantic City, NJ**  
Provided assistance to private for profit enterprises through the granting of low interest loans and loan guarantees. Advised and counseled minority business enterprises as to the availability of resources.
- 1982 to 1983      **BUSINESS ADMINISTRATOR, City of Atlantic City, NJ**  
Supervised each of the City departments, offices and agencies established by Ordinance and prescribed standards and rules of administrative practices and procedures. Maintained a sound personnel system in conjunction with Civil Service. Assisted the Mayor in preparing the annual operating and capital budgets. Supervised the Motor Pool. Reported periodically to the Mayor and Council on administration of the government. Studies the organization and operation of any and all departments and other spending agencies. Required each department and other spending agencies for which City appropriations are made to maintain records of their respective workload and performance. Coordinated the operation and administration of the various departments, divisions and subdivisions, offices and agencies of the City government.
- 1980 to 1982      **ACTING CITY COMPTROLLER, City of Atlantic City, NJ**  
Organized, developed, directed and performed the work involved in the financial affairs of the City, including the income and disbursements of monies. Supervised and performed professional functions involved in the analysis and audits of the accounts, vouchers and other records and prepared statements concerning the financial condition of the City.
- 1980 to 1982      **DEPUTY COMMISSIONER OF REVENUE AND FINANCE, City of Atlantic City, NJ**  
Oversaw the following divisions; Assessor's Office, Comptroller, Liquor License, Treasurer's Office, Luxury Tax, Mercantile, Tax Collection, and Insurance. Instituted a plan for the first time in New Jersey where the City appealed the taxes of over four hundred residential property owners. Assisted in centralizing cash receipts for the City.
- 1965 to 1980      **EIGHTH GRADE SOCIAL STUDIES AND SPECIAL EDUCATION TEACHER, Brigantine Middle School, Brigantine, NJ**
- 1963 to 1965      **PROJECT MANAGER, T & M Construction, Brigantine, NJ**  
Managed constructions projects.
- 1963 to 1965      **OPERATOR, Tropics Restaurant and Lounge, Atlantic City, NJ**  
Managed day to day operations and finances for the business.
- 1961 to 1963      **HISTORY TEACHER, Atlantic City High School, Atlantic City, NJ**

**EDUCATION**

Rowan University  
Bachelor of Arts in History, 1961  
Atlantic City High School, 1954

**MILITARY**

United States Army  
12/10/54 to 12/7/56  
Honorable Discharge

