

TOWNSHIP OF CHESTERFIELD

ORDINANCE NO. 2018-5

AN ORDINANCE ESTABLISHING THE POSITION OF TOWNSHIP ADMINISTRATOR IN AND FOR THE TOWNSHIP OF CHESTERFIELD

BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey as follows:

ARTICLE I. Creation of Position; Compensation; Duties & Responsibilities; etc.

A. Office Created. There is hereby created in and for the Township of Chesterfield the position of “Township Administrator”, as authorized by N.J.S.A. 40A:9-136.

B. Appointment; Removal; Compensation.

1. The Administrator shall be appointed by majority vote of the governing body, and shall hold office at the pleasure of the governing body.
2. The Township Administrator may be removed by a two-thirds vote of the governing body, subject to and as permitted by N.J.S.A. 40A:9-138.
3. Temporary Absence or Disability. During any temporary absence or disability of the Township Administrator, the township Committee may, by Resolution, appoint an “Acting Administrator” to serve during said temporary absence or disability. Said appointment shall be made by majority vote of the governing body. Said appointee shall have no right to the position of “Acting Administrator”, but shall serve solely at the pleasure of the governing body, and shall only serve during the temporary absence or disability of the Township Administrator, or portions thereof, at the Township Committee’s pleasure.
4. Compensation. The Township Administrator shall be paid a salary fixed and adopted by the Township Committee in the annual Township Salary Ordinance and/or Amendments thereto. At the time of creation of this position, it is intended that the position shall be filled on a part-time (twenty to twenty-five hours) basis, and compensation shall be established with that understanding. Nevertheless, said compensation shall not be based on an hourly rate, and should be the Administrator work more or less than said anticipated weekly commitment, same will not give rise to an adjustment in compensation.

C. Qualifications and Requirements.

- 1 The Township Administrator shall be chosen on the basis of her/his executive and administrative abilities and qualifications with special regard to education, training and experience in governmental affairs.
- 2 The Township Administrator need not be a resident of the Township of Chesterfield, but must reside within a reasonable distance of Chesterfield Township, said distance to be determined by the Township Committee in its sole discretion.

D. Duties and Responsibilities. Subject generally to the direction and supervision of the Township Committee, the Township Administrator shall be the chief administrative officer of the Township, responsible to the Township Committee for the administration of all Township affairs, and with the following powers and duties:

1. Administrative Officer. Serve as the principal administrative officer representing the Township Committee, and shall recommend to, and then implement and enforce such administrative procedures and policies as may be adopted by the Township for its departments, under the direction of the Township Committee.
2. Personnel Organization. Study and recommend to, and then implement and enforce such personnel practices and policies as may be adopted by the Township for its departments, under the direction of the Township Committee.
3. Purchasing Procedures. Study and recommend to, and then implement and enforce such purchasing practices and policies as may be adopted by the Township for its departments, under the direction of the Township Committee.
4. Township Policies. Study and recommend to, and then implement and enforce such personnel practices and policies as may be adopted by the Township for its departments, under the direction of the Township Committee.
5. Coordinate Intradepartmental Operations. Assign responsibility for departmental action and coordinate intradepartmental operations as authorized by the Township Committee.
6. Coordinate Procedures and Policies. Study, recommend, implement and enforce the procedures and policies of the Township and its departments for the coordination, compiling, editing and prompt dissemination and release of public

information, upon the recommendation and authorization of the Township Committee.

7. Responsibility. Ensure that all terms and conditions imposed in favor of the Township or its inhabitants in any statute or contract are faithfully kept and performed and upon knowledge of any violation, call the same to the attention of the Township Committee.
8. Financial Condition. Keep Township Committee informed of the financial condition of the Township: study and recommend to, and then implement and enforce such financial policies as may be adopted by the Township for its departments, under the direction of the Township Committee.
9. Efficiency and Effectiveness. Conduct a continuous study of all activities and operations of the Township government and recommend changes for the purpose of increasing efficiency and effectiveness; prescribe such rules and regulations as s/he shall deem necessary, subject to approval of the Township Committee for the conduct of administrative procedures, and revoke, suspend or amend any such rules or regulations, subject to the approval of the Township Committee, to facilitate the proper implementation of municipal policies.
10. Inventory. Require the various departments to effect an adequate inventory of all equipment, materials and supplies in stock and to recommend sale of any surplus, obsolete or unused equipment when authorized so to do by the Township Committee.
11. Written Reports. Make studies and surveys of such municipal problems of the township as shall be assigned to her/him from time to time by the Township Committee and prepare and submit written reports of the findings and determinations to the township committee for their consideration and action. S/He shall be responsible to see that any complaints concerning the functions and obligations of the Township made by any of its residents, citizens or taxpayers are promptly attended to. Such complaints and any action taken as a result will be reported to the Township Committee in writing within a reasonable time period following the complaint and action.
12. Public Meetings Attendance. Attend all public meetings of the Township Committee and any other meetings when so requested by the Township Committee.
13. Budget Preparation. In consultation with the Chief Financial Officer and the Township Clerk, assist the Township Committee in the preparation of the annual Township operating and capital budgets to be considered and adopted by the Township Committee.
14. Aid Programs Information. Keep the Township Committee informed as to Federal, State and County aid projects and any other aid programs for which the Township may qualify.

15. Social Media. Monitor any Township social medial site to ensure accuracy of content insofar as official municipal policy positions are articulated, and prepare content for placement on municipal social medial sites.
16. Other Duties. Perform such other duties as may be from time to time specifically assigned by the Township Committee.

ARTICLE II. REPEALER, SEVERABILITY AND EFFECTIVE DATE.

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies. Specifically repealed herein is Section 39:1(C) entitled “Operations Manager”; and any reference to said position shall be deleted wherever so referenced.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

CHESTERFIELD TOWNSHIP COMMITTEE

Introduced: March 22, 2018

Adopted: April 12, 2018

RECORD OF VOTE													
INTRODUCTION							ADOPTION						
TWP COMMITTEE	AYE	NAY	NV	AB	ORD	SEC	TWP COMMITTEE	AYE	NAY	NV	AB	ORD	SEC
S Davis	X						S Davis	X					
A Katz	X					X	A Katz	X					X
D Koetas-Dale	X				X		D Koetas-Dale	X					
J Liedtka	X						J Liedtka	X				X	
R Romeu	X						R Romeu	X					
X – Indicates Vote NV – Not Voting AB – Absent ORD – Motion SEC - Seconded													