

ADMINISTRATOR

Chapter 1A

ADMINISTRATOR

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[HISTORY: Adopted by the Township Committee of the Township of Barnegat 7-19-82 as Ord. No. 1982-20. Amended in its entirety 4-2-90 by Ord. No. 1990-13. Amendments noted where applicable.]

Be it ordained by the Township Committee of the Township of Barnegat, in the County of Ocean and State of New Jersey:

**§ 1A-1. Creation of position.**

Pursuant to N.J.S.A. 40A:9-136, there is hereby created the position of Township Administrator.

**§ 1A-2. Appointment.**

The Township Administrator shall be appointed by the majority vote of the Township Committee and shall hold office at the pleasure of the governing body of the township.

**§ 1A-3. Compensation.**

The compensation of the Township Administrator shall be fixed by resolution of the Township Committee in accordance with the applicable salary ordinance.

**§ 1A-4. Title definition.**

The Township Administrator shall be the Chief Administrative Officer of the Township of Barnegat and shall be responsible to the Township Committee for the proper and efficient administration of the affairs of the township. The Township Administrator shall be responsible for the general management of all township business excepting those duties and responsibilities conferred upon other officials by law.

**§ 1A-5. Qualifications.**

The Township Administrator shall be selected for the office on the basis of executive, educational and administrative qualification, training and experience in the public and/or private sectors. The holder of the office shall be knowledgeable in the areas of budget, finance, purchasing, legislation,

personnel practices and procedures, and labor relations in the public sector. A degree in public administration shall be preferred.

**§ 1A-6. Removal.**

The Township Administrator may be removed by a two-thirds (2/3) vote of the full authorized membership of the Township Committee. The resolution of removal shall become effective three (3) months after the adoption of same by the Township committee,



unless the resolution provides that it shall have immediate effect. In such event, the Township Committee shall cause to be paid to the Township Administrator any unpaid balance of his/her salary and his/her salary for the next three (3) months following adoption of the resolution for dismissal.

**§ 1A-7. Residency Requirement.**

The Township Administrator need not be a resident of the Township of Barnegat.

**§ 1A-8. Participation in Political Campaigns.**

The Township Administrator shall not engage in any political campaigns within the Township of Barnegat, nor shall the Administrator participate in any political activity without prior written approval by the Township Committee.

**§ 1A-9. Attendance at Meetings.**

The Township Administrator shall attend all executive, special, caucus, and regular meetings, and any other meetings as directed by the Township Committee without additional compensation.

**§ 1A-10. Position of Administrator to be full time.**

The Township Administrator shall devote full time to the interests of Barnegat Township, and shall not engage in any other occupation or employment while employed by the Township of Barnegat.

**§ 1A-11. Duties and Responsibilities.**

- A. The Township Administrator shall, under the supervision and control of the Township Committee and to the extent not prohibited by law, have the following duties and responsibilities:

- (1) Principal Administrative Officer. Will serve as the principal administrative officer representing the Township Committee.
- (2) Scope of supervision. Will supervise the administration of all departments and offices.
- (3) Execution and enforcement of laws. Will execute all laws of the State of New Jersey and represent the Township in its relations with the federal, state and county government.
- (4) Maintenance of personnel. Will establish and maintain sound personnel practices and maintain appropriate records of all employees and have the authority to recommend to the Township Committee the hiring, discipline, and dismissal of any township employee for cause.
- (5) Resident complaints. All resident complaints regarding services of personnel of the township shall be referred to the Township Administrator. The Township Administrator shall investigate and dispose of such complaints. A written record of any such complaints and the action taken in response thereto shall be maintained, and bi-monthly reports shall be given to the Township Committee.
- (6) Supervision of contracts. Will evaluate, negotiate and recommend existing and proposed contracts, franchises and other business transactions as assigned by the Township Committee.
- (7) Reporting. Shall keep the Township Committee informed as to the financial condition of the Township on a monthly basis.
- (8) Program and policy implementation. Will administer all operations of the township and make recommendations for plans and programs to meet the changing needs of Barnegat. Will implement and enforce the policies of the Township Committee.

- (9) Supervision of consultants. Shall be responsible for coordinating the work of all consultants retained by the Township Committee, such as engineers, attorneys, planning consultants and others, and shall keep the Township Committee fully informed as to the work of such professionals.
- (10) Administration of budget. Will be responsible for the preparation of the annual operating and capital budgets for presentation and review by the Township Committee. Will, and on a continuing basis, review and analyze costs of municipal services and work in progress.
- (11) Maintenance of inventory. Shall provide for the proper maintenance of inventory records of all equipment and materials owned by the township.
- (12) Collection of moneys due township. Shall see that all moneys owed to the township are paid promptly, and that proper procedures are set in place for the security and collection of all township claims, except for the collection of taxes or other fees as required by law.
- (13) Purchasing practices and procedures. Shall oversee that lawful practices and procedures are followed for the purchase of township materials, supplies and equipment.
- (14) Administration of grants. Will keep the Township Committee informed as to federal and state grants and aid programs for which the township may qualify, and at the direction of the Township Committee apply for such grants.
- (15) Review of payment vouchers. Will review before payment all vouchers as well as professional contract billings as to content and accuracy before submitting same to the Township Committee for final approval of payment.

- (16) Supervision of township improvements. Make recommendations concerning the nature and location of township improvements, and upon approval by the Township Committee, implement all work to be done on a timely basis.
- (17) Review of insurance. Will supervise and review the township's insurance programs.
- (18) Additional duties as assigned. Will perform such and any other duties as may be assigned by the Township Committee.

**§ 1A-12. Repealer.**

This chapter repeals any inconsistent ordinance or ordinances, or part or parts thereof.

**§ 1A-13. Effect.**

This chapter shall take effect upon final passage and publication as provided by law.

**§ 1A-14. Assistant to Township Administrator. [Added 1-16-01 by Ord. No. 2001-02]**

The position of Assistant to Township Administrator is hereby established for the Township of Barnegat.

**§ 1A-15. Division of Fleet Maintenance.\* [Amended 2-17-09 by Ord. No. 2009-08]**

There is hereby created within the Township of Barnegat the Division of Fleet Maintenance, which shall be comprised of one (1) or more mechanics who shall report directly to the Township Administrator. The Division of Fleet Maintenance and the employees assigned thereto shall be responsible for performing maintenance and repairs on various types of motor vehicles and equipment, and the performance of related work

as assigned by the Township Administrator. As of the effective date of this section,\*\* all employees of the Township of Barnegat employed in the job title of mechanic shall be transferred from their current department to the Division of Fleet Maintenance. Additional mechanics shall be appointed by the Township Committee by resolution as deemed necessary and subject to appropriations in the current year budget.

**\*Editor's Note: Former Sections 1A-15, Management Specialist/Confidential Aide and 1A-16, Duties of the Management Specialist/Confidential Aide, containing portions of Ordinance No. 2008-17, were repealed in their entirety by Ordinance No. 2009-08 which also renumbered former Section 1A-17, Division of Fleet Maintenance to be Section 1A-15.**

**\*\*Editor's Note: Ordinance No. 2008-15, codified herein, was adopted June 2, 2008.**