

Ordinance #2015-1161

AN ORDINANCE TO REPEALING ORDINANCE #1995-832 ENTITLED  
“AN ORDINANCE CREATING THE POSITION, ESTABLISHING THE DUTIES,  
AND SETTING THE SALARY RANGE OF ADMINISTRATOR  
OF THE BOROUGH OF MANVILLE”

WHEREAS, Ordinance #1995-832 is hereby repealed; and

WHEREAS, the Borough of Manville is in need of an Administrator; and

WHEREAS, the Borough of Manville is desirous of setting the standards, qualifications and responsibilities of said position; and

WHEREAS, the Borough of Manville is desirous of setting the pay scale for said position.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Manville, in the County of Somerset, State of New Jersey, as follows:

1.) That the description and example of work shall be as follows:

This is a highly responsible professional management position requiring a high degree of discretion. The Borough Administrator is responsible for day-to-day administration of municipal services, in accordance with Ordinances and policies defined by the Borough Council. The Borough Administrator is directly responsible to the Borough Council, and serves at its pleasure. The responsibilities of the Borough Administrator include the following:

- Direct and supervise the administration of all departments of the Borough and maintain sound personnel policies and administrative practices and regulations
- Review and approve or reject all bills and vouchers for payment, subject to pre-audit by the Borough Treasurer
- Represent the Borough and assert its proper interests in relation to the State and other political subdivisions, and with respect to Borough contracts and finances
- Maintain a continuous review and analysis of budget operations, work programs and costs of Borough services
- Establish working, personnel, vacation, and sick leave schedules and appropriate records and reports
- Approve or prescribe the internal organization of each department
- Attend all meetings of the Borough Council with the right to take part in the discussions when requested, but without the right to vote.
- Keep the Council, as requested by it, and at least once a year make an annual report on the Administration of the Borough government for the benefit of the Council and the public
- Study the governmental and administrative operations and needs of the Borough and prepare and recommend to the Council necessary and desirable plans and programs to meet present and foreseeable needs
- Investigate at any time the affairs of any officer or department of the Borough
- Perform such other duties as may be required of the Administrator by Ordinance or resolutions of the Council

2.) The qualifications of said work shall be as follows:

- Five years progressive Governmental Administration experience and possession of the following knowledge, abilities and skills.
- The achievement of a Bachelor of Arts or Bachelor of Science degree in Public Administration, Business Administration, Financial Administration, or a comparable degree is required.
- Knowledge of the principals and practices of modern Public Administration as it relates to state and local government
- General knowledge of laws and ordinances pertaining to the operation of municipal government
- Knowledge of public personnel administration and public finance methods and procedures
- Ability to perform research and prepare technical reports in all phases of local government operation
- Possession of good judgment and ability to use discretion wisely
- Ability to establish and maintain effective working relationships of Borough officials, Department Heads, employees and the general public

3.) The primary work schedule shall be as follows:

- a.) Daily meetings and supervisory functions with staff
- b.) Daily review of mail
- c.) Daily preparation of correspondence, memoranda, etc., to Council, staff, citizens and persons dealing with the Borough
- d.) Daily response to citizen inquiries and complaints
- e.) Preparation, supervision and control of budget
- f.) Preparation of Capital Program
- g.) Preparation of public information date, Annual Report, newsletters and news releases
- h.) The administration of the Borough's centralized purchasing, insurance and inventory control systems. This shall include duties of purchasing agent for the Borough of Manville.
- i.) Daily review and supervision of personnel matters
- j.) Day-to-day coordination of departmental activities
- k.) Periodic inspection of departmental work activities
- l.) Search, contact, and preparation of applications for grant funds
- m.) Research, reporting and representation of the Borough in employee negotiations
- n.) Representation of the Borough in relationships with local, state, and federal government agencies
- o.) Research and development of methods for improved services, i.e. cooperative purchasing, study of parks and recreation organizational structure, program budgeting, refuse collection, etc.

p.) Research, reporting and follow through on Council instructions and requests

q.) Constant cost analysis for activities to improve productivity or limit costs; i.e., total cost purchasing, printing, cost analysis, computer preparation of payroll, Ten Year Equipment Replacement Schedule, etc.

r.) Preparation and/or supervisor of major long-range projects, i.e., Ten Year Road Improvement Program, preparation of bond payment schedule and prospectus, etc.

s.) The establishment, maintenance, and enforcement of a general accounting system for the Borough government and each of its Departments, Offices and Agencies.

t.) The development of financial policies for recommendation to the Borough Council

u.) Normal work day shall be in accordance with the hours of the Municipal Complex. The Administrator is required to attend all meetings of the Borough Council on all the annually scheduled meeting dates. Compensatory time shall be given for attendance at all other unscheduled meetings on an hour for hour basis. Compensatory time shall be on the approval of the Mayor and Council so as to avoid the office ever being unsupervised.

4. The Administrator shall not engage in any political activity in the Borough of Manville, County of Somerset, or State of New Jersey.

5. The salary range for said position shall be in accordance with the most recent Rates of Compensation Ordinance.

6. INCONSISTENCY - Should any provision of this ordinance be inconsistent with the provisions of any prior ordinances, the inconsistent provisions of said prior ordinances are hereby repealed, but only to the extent of such inconsistencies.

7. SEVERABILITY - In the event that any provision of this ordinance, or the application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction, such declaration of invalidity shall not affect any other provision or application of this ordinance which may be given effect, and, to realize this intent, the provisions and applications of this ordinance are declared to be severable.

8. PURPOSE OF CAPTIONS - Captions contained in this ordinance have been inserted only for the purpose of facilitating reference to the various sections, and are not intended and shall not be utilized to construe the intent and meaning of the text of any section.

9. EFFECTIVE DATE - This ordinance shall be effective immediately upon final adoption in accordance with law.

Borough of Manville,

Angelo Corradino, Mayor

STATEMENT OF PURPOSE

The purpose of this Ordinance is to amend the Ordinance which creates and establishes the duties of the position of Administrator of the Borough of Manville.

**ORDINANCE #2015- 1161**

**FIRST READING:**

**ROLL CALL**

Introduced	Seconded	Council	Yes	No	Abstain	Absent
	√	ONDERKO	√			
√		ASHER	√			
		CAMACHO	√			
		GREGOR	√			
		SKIRKANISH	√			
		SZABO	√			
		MAYOR CORRADINO				

**ADOPTED** this 26<sup>th</sup> day of **May**, 2015.

*Patricia A. Zamorski*

Attest:

Patricia A. Zamorski, Borough Clerk

**SECOND READING:**

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		ONDERKO				
		ASHER				
		CAMACHO				
		GREGOR				
		SKIRKANISH				
		SZABO				
		MAYOR CORRADINO				

**[ADOPTED] [DEFEATED]** this \_\_\_\_\_ day of \_\_\_\_\_, 2015

Attest:

Patricia A. Zamorski, Borough Clerk