

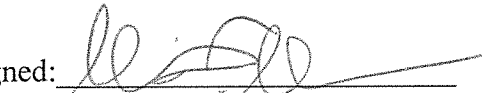
Ord.#2-2017 An Ordinance of the Township of Mount Olive, in the County of Morris and State of New Jersey, Adding Section 5-34, "Establishment; Assistant Business Administrator" to Part 1, "Administrative Legislation," Chapter 5, "Administrative Code," Article VII, "Department of Administration" of the Code of the Township of Mount Olive, to Create the Position of Assistant Business Administrator.

CLERK:

Delivered to Mayor:

Date: 2/1/2017

Time: 12:30 pm

Signed: 
Township Clerk
Michelle Masser

MAYOR:

Action by Mayor:


Approved:

Date: 2/1/17

Vetoed:

Date: _____

(Reasons for which Mayor has withheld approval of Ordinance, item or part Thereof.)

Signed: 
Mayor

CLERK:

Returned:

Date: 2/1/17

Time: 12:51 pm

Not returned with in (10) days

Date: _____

Signed: 
Township Clerk

Ord.#2-2017

AN ORDINANCE OF THE TOWNSHIP OF MOUNT OLIVE, IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY, ADDING SECTION 5-34, "ESTABLISHMENT; ASSISTANT BUSINESS ADMINISTRATOR" TO PART 1, "ADMINISTRATIVE LEGISLATION," CHAPTER 5, "ADMINISTRATIVE CODE," ARTICLE VII, "DEPARTMENT OF ADMINISTRATION" OF THE CODE OF THE TOWNSHIP OF MOUNT OLIVE, TO CREATE THE POSITION OF ASSISTANT BUSINESS ADMINISTRATOR

WHEREAS, the Township of Mount Olive ("Township") has a need to create the position of Assistant Business Administrator; and

WHEREAS, the position of Assistant Business Administrator may be established pursuant to N.J.S.A. 40A:63-7.1.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Township of Mount Olive, in the County of Morris and State of New Jersey, as follows:

SECTION 1. Part 1, "Administrative Legislation," Chapter 5, "Administrative Code," Article VII, "Department of Administration" of the Code of the Township of Mount Olive shall be amended as follows:

§ 5-34. Establishment; Assistant Business Administrator.

A. The Assistant Business Administrator ("ABA") shall assist the Business Administrator ("BA") in performing such duties as directed and those that are established herein.

B. Under the direction and supervision of the BA, the ABA shall:

- (1) Prepare and review the Township Council Agenda.
- (2) Follow up on Council Agenda items and Council meeting tasks.
- (3) Prepare and review of the Administration Department budget.
- (4) Act for and in place of the BA in her/his absence and perform such other functions, powers and duties as may be assigned by the BA.
- (5) Supervise Administration employees.
- (6) Review department policies, procedures, rules and regulations that may contribute to or affect community relations.
- (7) Organize, develop and suggest new programs.
- (8) Meet with department heads and employees to explain programs and changes in policies and procedures.

- (9) Act as a representative of the municipality at functions when the Mayor or BA is unable to attend.
- (10) Assist and/or be responsible for special project management.
- (11) Assist and/or be responsible for grants administration.
- (12) Assist in creating, implementing and disseminating personnel policies & procedures, including knowledge and use of Power DMS.
- (13) Assist the BA in advising Council on matters of policy.
- (14) Assist in addressing/resolving Council requests, routing them to the appropriate department for disposition and following up to ensure they are handled quickly and satisfactorily.
- (15) Assist in addressing resident requests and complaints received via phone, email, and iWorqs, routing them to the appropriate department for disposition and following up to ensure they are handled quickly and satisfactorily.
- (16) Maintain personnel files.
- (17) Oversee the employee benefits program.
- (18) Oversee insurance claims and serve as alternate to the JIF.
- (19) Assist in and/or oversee special events.
- (20) Meet with the public.
- (21) Implement administrative improvements including work systems, organizational changes and program procedures.
- (22) Prepare comprehensive reports and supervise the establishment and maintenance of suitable records and files.


SECTION 2. If any section, subsection, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by any court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

SECTION 3. This Ordinance may be renumbered for purposes of codification.

SECTION 4. This Ordinance shall take effect twenty (20) days following final passage, approval, and publication as required by law.

Introduced: 1-17-17
 Adopted: 1-31-17
 Effective Date: 2-24-17

TOWNSHIP OF MOUNT OLIVE



Joe Nicastro, Township Council President

ATTEST:

1/31/17



Michelle Masser, Township Clerk