

see section 3-24F.

Township of Clark, NJ
Thursday, January 13, 2022

Chapter 3. Administration of Government

Article VIII. Departments

§ 3-24. Department of Administration and Health.

- A. Department created; Business Administrator; qualifications.
 - (1) There shall be a Department of Administration and Health. The Business Administrator shall serve as the head of the Department without additional compensation.
 - (2) The Business Administrator shall be responsible for the efficient management of the Divisions of this Department and shall have and possess the general power and duties of a department head as provided by this chapter.
 - (3) The Business Administrator shall be appointed by the Mayor. Prior to such appointment, the Business Administrator shall have at least four years of responsible experience as a municipal manager or administrator in duties related to his office. He/she shall have a bachelor's or master's degree.
- B. Organization of Department. The Department of Administration and Health shall consist of the following two Divisions:
 - (1) Division of Administration.
 - (2) Division of Health.
- C. Division of Administration.
 - (1) The Division of Administration shall be headed by the Business Administrator.
 - (2) The Division, under the supervision of the Mayor, shall:
 - (a) Assist in the preparation of the budget.
 - (b) Establish a central purchasing system.
 - (c) Be responsible for the development and administration of a sound personnel system.
 - (d) Report monthly to the Council on all phases of its operation.
 - (e) Perform all other duties as the Council may prescribe.
 - (f) Keep records of sick leave, vacations and holidays of all Township officials and employees.
- D. Division of Health.
[Amended 6-9-2004 by Ord. No. 04-08; 9-8-2004 by Ord. No. 04-12]
 - (1) Organization. The Division of Health shall be headed by the Health Officer, who shall serve as head of the Division. The Division of Health shall be organized into the following two

Bureaus:^[1]

(a) Bureau of Health.

(b) Bureau of Central Purchasing.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*

(2) Bureau of Health.

(a) Powers and duties. The Bureau of Health shall:

[1] Administer state laws and Township ordinances conferring functions, powers and duties upon a board, bureau or department of health or a local health officer.

[2] Enforce laws and ordinances providing for the prevention and control of disease and related inspections.

[3] Administer a public health nursing service and health education programs as provided by ordinance.

[4] Operate public health clinics as authorized by ordinance or general law.

[5] Employ a licensed Health Officer as authorized by state statutes and by Township ordinance.^[2]

[2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*

(b) Registrar of Vital Statistics.

[1] The Township Council shall appoint a local Registrar of Vital Statistics for the Township, pursuant and subject to the provisions of N.J.S.A. 26:8-11 et seq.

[2] The local Registrar of Vital Statistics shall:

[a] Administer the state laws and ordinances relating to vital statistics as therein prescribed.

[b] Maintain a Bureau of Vital Statistics.

[c] The local Registrar of Vital Statistics shall process requests for certified copies and certifications of vital records, including but not limited to births, deaths, marriages, domestic partnerships, civil unions and amendments. The fee for certified copies or certifications of said records shall be as set forth in § 145-7A. The fee for processing an amendment to a vital record shall be as set forth in § 145-7B.

[Amended 10-18-2010 by Ord. No. 10-20^[3]

[3] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*

[d] Be available to issue marriage licenses and receive requests for certified copies of same filed in that office during the hours of 8:30 a.m. to 9:30 a.m. and 2:30 p.m. to 3:30 p.m. only, Monday through Friday, except for legal holidays when the municipal offices in general are closed.

[Amended 10-18-2010 by Ord. No. 10-20]

E. Central purchasing system.

(1) Duties and responsibility. The Business Administrator shall have the duty and responsibility to establish and maintain a central purchasing system for the procurement, storage and distribution of all supplies, materials, equipment and services as required by all Township departments within the administrative organization of the Township in

accordance with the procedures contained in this subsection.

(a) The Business Administrator shall be responsible for:

- [1] The procurement of goods and services required by all Township departments, including the appropriate bid invitations, evaluations and recommendations to the awarding authority pursuant to the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq).
- [2] The updating and upgrading of specifications for all commodities and services purchased for the Township to fit requirement decisions to the best market advantage of the Township, considering all factors, including quality, quantity, time and place.
- [3] The receipt, storage, issuance and accountability of and for surplus obtained for general consumption.
- [4] The collection, sale and disposal of surplus property according to policy.
- [5] The development and installation of a comprehensive inventory and control system for all equipment.

(2) Central purchasing procedures.

- (a) Pursuant to the Business Administrator's designation of applicable subaccounts within the budget, all purchases for any department shall be made by the Business Administrator, pursuant to a written requisition from the head of the department whose appropriation will be charged and the certification of the Department of Finance that a sufficient unencumbered balance of appropriation is available. Prior to payment, funds shall be encumbered by the Chief Financial Officer. All such purchases which require competitive bidding shall conform to applicable requirements of the Local Public Contracts Law.
- (b) Pursuant to the Business Administrator's designation of applicable subaccounts within the budget, direct payment will be made pursuant to the certification of the Finance Officer that a sufficient unencumbered balance of appropriation to be charged is available to pay therefor.
- (c) The director of each department shall designate by writing, filed with the Business Administrator, the name or names of employees in the department authorized to receive supplies, materials and equipment. The person so designated shall accept deliveries and sign for them only where the goods are in exact conformity with the order. Should there be any doubt as to quantity or quality, the receiving employee shall immediately notify the department head for appropriate action. If any supplies, materials or equipment are rejected, the department head shall immediately notify the Business Administrator.
- (d) Except as the Business Administrator or his designee may authorize in case of emergency, no purchase shall be made, and no bill, claim or voucher shall be approved, unless the procedures prescribed by this article have been followed.
- (e) Emergency purchases. The Business Administrator shall establish a procedure for the purchase of an item or items required for the immediate protection of the public health, safety, morals or welfare, which will permit such emergency purchases to be made for specific purposes in a manner other than that prescribed by this subsection. Such procedure shall be approved by the Mayor.
- (f) Purchases by quotation. Where purchases in excess of 15% of the current bid threshold are made without competitive bidding, the Business Administrator shall obtain, wherever possible, at least three written price quotations for the item or items

to be purchased and shall record and maintain such quotations in his office as a public record. Wherever circumstances permit, the purchase shall be made from the lowest of such quotations received from a responsible supplier.^[4]

[4] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*

- (g) Standards and tests. The Business Administrator shall establish or approve uniform standards for requisitions and purchases. He shall control the delivery of all supplies, materials and equipment and other items purchased and shall make or cause to be made proper test checks and inspections thereof. He shall ascertain whether supplies, materials, equipment and other items purchased comply with the specifications and shall cause laboratory or other tests to be made whenever, in his opinion, it is necessary to determine whether the materials, supplies or equipment furnished are of the quality and standard required.
- (h) Confirmation of delivery. Immediately following each accepted delivery, the authorized departmental representative shall forward to the Business Administrator the accepted shipping advice, ticket or confirmation.
- (i) Contracts generally. Within the limits of available appropriations, the Mayor is authorized by the Township Council to negotiate and enter into contracts and other legally binding obligations of the Township, as approved by the Township Council. Any such document shall be approved by the Township Attorney for legal form and adequacy and by the Finance Officer for sufficiency of funds, signed by the Mayor and attested by the Township Clerk.

F. Affirmative Action Officer.

- (1) Created. There is hereby created the position of Affirmative Action Officer in the Department of Administration and Health.^[5]

[5] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*

- (2) Appointment. The Director of the Department shall have the authority to appoint the person to serve in the position, subject to all applicable rules and regulations of the New Jersey Department of Personnel.
- (3) Duties/responsibilities. The Affirmative Action Officer shall work under the supervision of the Director and shall also be responsible for assignments at the discretion of the Director, in addition to the functions and responsibilities set forth below:

- (a) Functions and responsibilities. The Affirmative Action Officer shall:

- [1] Develop a productive affirmative action program to meet federal compliance requirements and the provisions of the stipulation of settlement entered into between the Township and the National Association for the Advancement of Colored People (NAACP) (hereinafter referred to as "stipulation").
- [2] Interpret and monitor the Township's performance and progress relative to equal employment laws and regulations and implementation of the Township's policy against discrimination.
- [3] Establish and monitor an effective and positive equal employment program with the public and enforcement agencies.
- [4] Prepare and submit the annual equal employment opportunity forms to federal authorities.
- [5] Perform all other duties as required under the stipulation provisions, including but not limited to the recruitment program, research and reports, implementation and

compliance.

[6] Perform such other duties as may be required by the Business Administrator for the effective implementation of the stipulation.

[7] Investigate discriminatory complaints from applicants and employees, conduct hearings, if necessary, relative to the complaints and prepare and submit detailed reports which contain findings, conclusions and recommendations to the Director.

(4) Compensation. The Affirmative Action Officer shall be employed on a part-time basis at an annual salary as established in the Salary Ordinance.^[6] In addition, the Affirmative Action Officer shall be paid at the hourly rate as established by the Salary Ordinance for services rendered in connection with the investigation and resolution of discrimination complaints from applicants and employees. The aforementioned compensation shall be subject to sufficient appropriation in the annual budget.

[6] *Editor's Note: The Salary Ordinance is on file in the Township offices.*

(5) Term. The term of this appointment shall be concurrent with the term of the stipulation, subject to a final showing of substantial compliance that the purposes of the stipulation have been attained.