

## **§ 2-7. BUSINESS ADMINISTRATOR.**

### **§ 2-7.1. Appointment. [1974 Code § 2-72]**

The Business Administrator shall be appointed by the Mayor with the advice and consent of Council. In the event of a vacancy in the office of Business Administrator, the Mayor may serve as Acting Business Administrator without additional compensation, or the Mayor may appoint, with the advice and consent of Council, another suitable person to act as Acting Business Administrator for a period of up to 90 days. Any such appointment shall terminate after 90 days unless the Council shall, by resolution, authorize one or more extensions. The Acting Business Administrator shall have all of the functions, powers and duties of the Administrator.

### **§ 2-7.2. Term; Qualifications. [1974 Code § 2-73; Ord. No. 2015-37-OAB ]**

- a. The Township Administrator shall serve during the term of office of the Mayor appointing him and until the appointment and qualification of his successor.
- b. The Administrator shall be chosen solely on the basis of his executive and administrative qualifications, with special reference to his actual training in governmental affairs, education, experience and training as evidenced by his service as an administrator or assistant administrator in another municipality in the State and by a degree from an accredited four year college. Ten years experience or more may be substituted for a college degree, as approved by resolution of the Township Council.

### **§ 2-7.3. Powers and Duties. [1974 Code § 2-74]**

The Administrator shall:

- a. Serve as chief of staff to the Mayor.
- b. Serve as the head of the Department of Administration.
- c. Assist the Mayor in the preparation of the budget as provided for in this Code.
- d. Subscribe and enforce the rules and regulations for the efficient management of municipal government not inconsistent with the Charter and Code.
- e. Coordinate the administration and operation of the various departments, divisions, officers and agencies of the municipal government.
- f. Maintain a continuing review and analysis of budget operations, work in progress and costs of municipal services.
- g. Supervise such other departments, divisions and bureaus as may be assigned to him.
- h. Assign and transfer employees temporarily from one department to another as efficient administration may require.
- i. Establish a purchasing system with the approval of the Mayor and Council consistent with the provisions of this Code.

- j. Be responsible for the development and administration of a sound personnel system for the Township, and in this connection act as the certifying agent to the Department of Civil Service.
- k. Subject to the approval of the Mayor, enforce or cause to be enforced the ordinances, resolutions, Charter and applicable general law of the Township of Berkeley.
- l. Enforce on behalf of the Township all of its contractual rights.
- m. Coordinate the activities of all independent boards and agencies of the Township with the rest of the Township government to make sure that proper information is communicated and proper practices and procedures are followed.
- n. Attend all public meetings of the Township Council unless excused by the President of the Council.
- o. Negotiate contracts for the Township as authorized by the Mayor and Council.
- p. Perform such duties as may be prescribed by the Code.