



Linda Donnelly <linda.donnelly@springfield-nj.us>

OPRA request - Deputy Clerk & Assistant Administrator Ordinance

message

Springfield NJ <opra+request-29376-8f8cb410@requests.opramachine.com>

Wed, Feb 9, 2022 at 8:24 AM

o: "OPRA requests at Springfield Township (Union)" <linda.donnelly@springfield-nj.us>

Dear Springfield Township (Union),

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Ordinance introduced 2/8/2022 concerning Deputy Clerk & Assistant Administrator positions

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-29376-8f8cb410@requests.opramachine.com

Is linda.donnelly@springfield-nj.us the wrong address for OPRA requests to Springfield Township (Union)? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=springfield_township_union

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:
<https://opramachine.com/help/officers>

View this OPRA request & responses online:
https://opramachine.com/request/deputy_clerk_assistant_administr

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

emailed 2/9/22
L. Donnelly RMC

Explanation: This Ordinance amends provisions of the Township Code with respect to the positions of Assistant Administrator and Deputy Clerk.

**TOWNSHIP OF SPRINGFIELD
ORDINANCE NO. 2022-07**

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE of the Township of Springfield, County of Union, State of New Jersey, that the Revised General Ordinances of the Township of Springfield are amended as set forth below:

SECTION I

Chapter 2 (Administration), Article II (Officers and Employees), Section 2-12 (Township Administrator) is amended only to add a new Sub-Section 2-12.6 (Assistant Administrator), as follows:

§ 2-12 TOWNSHIP ADMINISTRATOR.

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§ 2-12.6 Assistant Administrator.

- a. Establishment of Position. There is hereby established within the Township of Springfield the position of "Assistant Administrator."**
- b. The position of Assistant Administrator shall be filled by recommendation of the Township Administrator and by appointment by the Township Committee of the Township of Springfield. The Assistant Administrator shall serve at the pleasure of the Township Committee.**
- c. The position of Assistant Administrator shall be full-time. The Assistant Administrator may hold other appointed or statutory positions within the Township, and shall receive a salary as set by ordinance.**
- d. The Assistant Administrator shall report to the Township Administrator, and shall perform such duties as designated thereby, including but not limited to the following: Update and maintain job descriptions/postings; schedule and assist with department head meetings; provide grant writing assistance; schedule vendor presentations and employee trainings; track contracts and handle work orders, invoices and requisitions; oversee and assist the public information officer; administer indoor air quality standards, employee wellness and care programs, civic day, and maintenance of scanners and copiers; and such other duties within the Township's Administrative Department as designated and assigned by the Township Administrator.**

SECTION II

Chapter 2 (Administration), Article II (Officers and Employees), Section 2-13 (Township Clerk) is amended only to add a new Sub-Section 2-13.7 (Deputy Clerk), as follows:

§ 2-13 TOWNSHIP CLERK.

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§ 2-12.7 Deputy Clerk.

The Township Committee may appoint a Deputy Clerk, who may hold other appointed or statutory positions within the Township, and who will receive a salary as set by ordinance. The Deputy Clerk shall report to the Township Clerk and perform such duties as designated thereby, and shall have such additional duties as may be assigned by the Township Committee. During the absence or disability of the Township Clerk, the Deputy Clerk shall have all the powers of the Township Clerk and shall perform the functions and duties of such office.

SECTION III – RATIFICATION

Except as expressly modified herein, all other provisions and terms of the Code of the Township of Springfield shall remain in full force and effect.

SECTION IV – SEVERABILITY

In case any section, subsection, paragraph, subdivision, clause or provision of this ordinance shall be judged invalid by a court of competent jurisdiction, such order or judgment shall not affect or invalidate the remainder of any section, paragraph, subdivision, clause or provision of this ordinance and to this end, the provisions of each section, paragraph, subdivision, clause or provision of this ordinance are hereby declared to be severable.

SECTION V-REPEAL

Any ordinance or portion of any ordinance which is inconsistent with the modifications of this ordinance is repealed to the extent of its inconsistency.

SECTION VI - EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and publication according to law.

TOWNSHIP OF SPRINGFIELD

By: _____

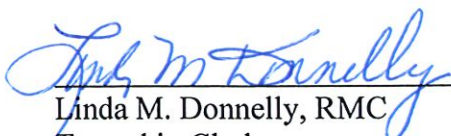
Alexander R. Keiser, Mayor

Passed and Approved:

Introduced:

February 8, 2022

I hereby certify that this is a true copy.


Linda M. Donnelly, RMC
Township Clerk