

Chapter 6. Administration of Government

Article II. Department of Administration and Finance

§ 6-11. Municipal Administrator.

The office of Municipal Administrator is hereby created in and for the Township of Egg Harbor pursuant to the provisions of this article and by virtue of N.J.S.A. 40A:9-136 et seq.

- A. The Municipal Administrator shall be appointed by the Township Committee, and the term of office shall be served at the pleasure of the Township Committee.
- B. Any vacancy in this office shall be filled by appointment of the Township Committee.
- C. During the absence or disability of the duly appointed Municipal Administrator, the Township Committee may, by resolution, appoint an officer or regular employee of the Township to perform such duties of the Municipal Administrator during such absence or disability. Such absence or disability shall be limited to three months, after which time such absence or disability may be deemed a vacancy.
- D. The Municipal Administrator may be removed by a 2/3 vote of the Township Committee. The resolution of removal shall become effective three months after its adoption by the Township Committee. The Township Committee may provide in the resolution that it shall have immediate effect; provided, however, that the Township Committee shall cause to be paid to the Municipal Administrator forthwith any unpaid balances of the salary and the salary for the next three calendar months following adoption of the resolution. The amount of the termination benefit or notice provided for herein shall be determined by contract between the Township and the Administrator.
- E. In the event of removal or resignation of the Municipal Administrator, the Township may, by resolution, appoint an officer or other employee of the municipality as Acting Administrator to serve at the pleasure of the Township Committee until a permanent Municipal Administrator is appointed. Removal of an Acting Administrator shall be by majority vote of the Township Committee.
- F. The Municipal Administrator shall be chosen solely on the basis of his or her executive and administrative qualifications, with special reference to actual training in governmental affairs, education, experience and training, as evidenced by a degree from a recognized four-year college and by actual experience as a business administrator or assistant administrator.
- G. The Municipal Administrator shall receive as salary such sums as may be fixed and adopted by the Township Committee in its Annual Salary Ordinance.^[1]
[1] *Editor's Note: See Ch. 49, Salaries and Compensation.*
- H. The Municipal Administrator shall be the chief administrative officer of the Township of Egg Harbor and shall be responsible to the Township Committee as a whole for the proper and efficient administration of the business affairs of the Township. The Municipal Administrator's duties and responsibilities shall relate to the general management of all Township business, excepting therefrom those duties and responsibilities conferred upon other Township officials by state statute, or other applicable laws, rules and regulations promulgated by state and county agencies, case decision or ordinance of the Township of Egg Harbor.

I. The Municipal Administrator shall have and exercise the following duties:

- (1) He shall supervise and direct the business activities of all departments, including the direction of central purchasing. Such actions taken shall be upon the approval and direction of the Township Committee. The authority of the Township Committee to supervise the administration of all departments shall be transmitted through the Municipal Administrator, and all subordinate employees of the Township shall be responsible to this authority.
- (2) He shall recommend, implement and enforce the procedures and policies of the Township Committee for the coordination, compilation, addition and prompt dissemination and release of public information as approved by the Township Committee.
- (3) He shall serve as the personnel officer of the Township and as such shall study, recommend, implement and enforce personnel, organization and policy of the Township and its departments after consultation with department heads and the Township Committee and approval of the Township Committee. He shall be responsible for the maintenance of personnel records of all Township employees.
- (4) He shall recommend to the Township Committee adoption of such measures as he may deem necessary or expedient for the health, safety or welfare of the community or for the improvement of services of the Township and shall recommend the nature and location of public improvements authorized by the Township Committee.
- (5) He shall prepare and submit to the Township, before the close of the fiscal year, or on such alternate date as the Township shall determine, a proposed budget for the next fiscal year and an explanatory budget message. In preparing the proposed budget, the Municipal Administrator shall obtain from the head of each department, agency, board or office estimates of revenues and expenditures and other supporting data as he requests. The Municipal Administrator shall review such estimates and may revise them before submitting the proposed estimated budget to the Township Committee.
- (6) As a representative of the Township Committee, he shall investigate all complaints in relation to matters concerning the administration of the government of the Township and in regard to services maintained by the public utilities in the Township and shall see that all franchises, permits and privileges granted by the Township are faithfully observed. He shall receive and reply to all inquiries and complaints concerning Township business and provide information, assistance and remedy or cause to be remedied to the source of any just complaint with approval of the Township Committee.
- (7) He shall prescribe and enforce rules and regulations for the efficient management of Township government, subject to this article and the general ordinances of the Township.
- (8) He shall attend all meetings of the Township Committee and other committees as directed and shall be permitted to take part in the discussion. He shall receive notice of all regular and special meetings of the Township Committee and all advisory committees.
- (9) He shall prepare the work session agenda for each meeting of the Township Committee and supply facts pertinent thereto and deliver the same to the Township Committee 48 hours preceding work session meetings.
- (10) He shall negotiate contracts for the Township, as authorized by and subject to approval of the Township Committee. He shall ensure that all terms and conditions favorable to the Township of any statute or contract are faithfully kept and performed and, upon knowledge of any violation, shall call the same to the attention of the Township Committee.
- (11) He shall keep the Township Committee informed as to the conduct of the Township's affairs, submit periodic reports, either in writing or orally, on the condition of the Township's finances and such other reports, either in writing or orally, as the Township Committee shall request and shall make such recommendations to the Township Committee as he deems necessary and advisable for the welfare of the Township.

- (12) He shall submit to the Township Committee as soon as possible after the close of the calendar year a complete written report on the administrative activities of the Township for the preceding year.
 - (13) As personnel officer, he shall establish working personnel, vacation and sick leave schedules; maintain appropriate reports and records of all employees; coordinate the processes of appointing personnel with the municipal department; serve as liaison officer for the Township Committee; submit names of qualified individuals for approval by the Township Committee whenever necessary to fill vacancies in administrative positions that are required by law to be appointments of the Township Committee; develop and administer the personnel program and policies, active recruitment of needed personnel, in-service training programs developed by interviewing department heads and personnel and a complete system of personnel records of municipal officers and employees; develop a retirement policy, including information regarding benefits and an analysis of potential retirees; study, recommend, implement and enforce personnel organization and policy of the Township Committee after consultation with department heads; and establish performance standards to evaluate personnel and submit a written report annually to the Township Committee.
 - (14) All complaints regarding services or personnel of the Township shall be referred to the Municipal Administrator. He shall investigate and dispose of all such complaints, and the Municipal Administrator shall keep a written record of such complaints and when and what action was taken in response thereto and provide to the Township Committee a copy thereof.
 - (15) He shall maintain a continuing review and analysis of budget operations, work programs and costs of municipal services.
 - (16) He shall keep the Township Committee informed as to federal and state aid projects and any other aid programs for which the Township may qualify.
 - (17) The Municipal Administrator shall perform such other duties as may be required by the Township Committee, consistent with the laws of the State of New Jersey or the Township.
 - (18) The Municipal Administrator shall, before separation from the Township, render a report on all activities of the Township from the date of his last report to the date of his separation.
 - (19) The Municipal Administrator, with the approval of the Township Committee, shall arrange for such insurance and suretyship coverage as may be required by the Township to protect it against risks of loss from whatever causes. All insurance policies and all official surety bonds shall be filed for safekeeping with the Township Clerk. He shall analyze the Township's insurance program to determine proper coverage and to study the feasibility of self-insurance.
 - (20) The Municipal Administrator shall have custody, management and control of all Township property which is not otherwise allocated or assigned to a department by the code.
- J. The Municipal Administrator shall supervise the administration, personnel, purchasing and budgetary process.
- (1) The Municipal Administrator shall undertake with personnel matters the following:
 - (a) Establish working personnel, vacation and sick leave schedules.
 - (b) Maintain appropriate reports and records of all employees.
 - (c) Coordinate the processes of appointing personnel within the municipal departments.
 - (d) Submit names of qualified individuals for approval by the Township Committee to fill vacancies in administrative positions that are required to be appointed. The Municipal Administrator may recommend the removal or suspension of any such appointee when it would be in the best interest of the Township. Recommendations for appointments or removal shall be based solely on merit, qualification or disqualification of the person concerned without regard to that person's political beliefs or affiliations.

- (e) Develop and administer the personnel program and policies, including up-to-date job classifications and pay plans, active recruitment of needed personnel, in-service training programs developed by interviewing department heads and personnel and a complete system of personnel records of municipal officers and employees; and develop a retirement policy, including information regarding benefits and analysis of potential retirees.
 - (f) Study, recommend, implement and enforce personnel organization and policy of the Township Committee after consultation with department heads.
 - (g) Establish performance standards to evaluate personnel and submit a written report annually to the Township Committee.
- (2) Concerning purchasing, the Municipal Administrator shall undertake the following:
- (a) Maintain a central purchasing system and serve as purchasing agent for the Township. As such, he shall supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget or as otherwise provided by law. Within the limits of applicable Township ordinances, the Administrator may issue such rules governing procedures within the administrative organization as the Township Committee may approve.
 - (b) Approve all bills and vouchers for payment prior to final approval by the Township Committee.
 - (c) Direct and supervise, in his position as purchasing agent, the purchase of all materials, supplies, equipment, work and labor under contract required by any department, office or agency of the Township.
 - (d) Maintain proper purchasing and requisitioning procedures.
 - (e) Establish and enforce standards for all materials, supplies and equipment to be purchased for the municipality. He shall inspect deliveries to determine their quality, quantity and compliance with the specifications and standards and shall accept or reject deliveries upon his inspection.
 - (f) Maintain a receiving procedure and control any general storeroom or stockroom. He shall authorize any transfer of supplies, materials and equipment between departments and offices and, with the Township Committee's authorization, he shall sell surplus, obsolete, unused or waste supplies, materials and equipment.
 - (g) Study, recommend, implement and enforce procedure and policy of the Township Committee for requisition, purchase, inspection, receipt, storage, distribution, internal transfer and disposal of and standards and specifications and payment for supplies, materials and equipment after consultation with department heads.
- (3) The Municipal Administrator shall undertake the following with regard to the budget:
- (a) Budget preparation.
 - [1] The budget shall be prepared under the direction of the Administrator. During the month of September, the Administrator shall require all department heads and agencies to submit requests for appropriations for the ensuing budget calendar year. During the month of October, the Administrator shall review budget requests and shall discuss with the department heads the budget items. The Administrator shall submit by January 1 of that budgetary year, for review of the Township Committee, a budgetary recommendation, additional explanatory material and a proposed budgetary message.
 - [2] A budget document shall be prepared in such form as is required by law for municipal budgets. There shall be appended to the budget a detailed analysis of all items of

expenditure and revenue. Such analysis shall include a comparison of the total number of positions of each class and grade to be authorized by the budget with the actual number thereof employed at the beginning and ending of the preceding budget period. So far as practicable, such analysis shall include appropriate statements of the cost of performance of functional programs and activities in terms of quantitative countable units of work for operating and capital expenditures.

- [3] The Township Committee may increase or decrease any item or items in the municipal budget as recommended by the Administrator.

(b) Budget operation.

- [1] The Administrator shall supervise the administration of each annual budget. In consultation with the Treasurer, he shall establish monthly encumbrance reports of appropriations for each department. Each department shall plan and administer its expenditure program within the limits of its appropriated budget items.
- [2] If at any time during the budget year the Administrator shall ascertain that the Township will not be able to meet its budgetary line items during the course of each year, he shall make recommendations from time to time as are necessary to conform to the budget process and recommend such transfers as are permissible during the last two months of each budget year.

K. Nothing in this article shall derogate from or authorize the Municipal Administrator to exercise the powers and duties of the elected and appointed officials of the Township, including statutory rights under N.J.S.A. 40A:9-133 et seq.

L. Deputy Municipal Administrator. The Deputy shall assist the Municipal Administrator in the performance of the duties of the Municipal Administrator. The Municipal Administrator may appoint the Deputy as Acting Administrator during such times and specific periods when the Municipal Administrator may be out of state or disabled. During this period of time, the Deputy shall have all of the powers and perform all of the duties of the Municipal Administrator.

[Added 11-25-1997 by Ord. No. 53-1997]