

******ADOPTED OCTOBER 1, 2012******

TOWNSHIP OF DELANCO

ORDINANCE 2012-11

**ORDINANCE AMENDING CHAPTER 10 OF THE TOWNSHIP CODE,
SECTION 10-2 TO ADD SUBSECTION B(5)
ASSISTANT ADMINISTRATOR**

BE IT HEREBY ORDAINED:

SECTION ONE.

Chapter 10-2 is hereby amended at Section B to add the following:

- (5) Assistant Administrator.
- (a) Appointment. The position of Assistant Administrator is hereby created by the Township Committee. This position shall be filled by a majority vote of the Township Committee. This position may be a full time or part time position and may be filled by an individual who holds other positions with the Township.
 - (b) Term. The Assistant Administrator shall serve at the pleasure of the governing body.
 - (c) Qualifications. The Assistant Administrator shall demonstrate knowledge of municipal governmental affairs sufficient, in the sole opinion of the Township Committee, to perform the duties of his or her office. In addition, the Assistant Administrator shall possess such additional qualifications as the Township Committee shall deem appropriate.
 - (d) Residency. The Assistant Administrator need not be a resident of the Township of Delanco.
 - (e) Compensation. The Assistant Administrator shall receive compensation for his or her position as shall be specified with the salary ordinance of the Township of Delanco.
 - (f) Duties. Subject to the authority and power of the Township Committee, the Assistant Administrator shall have the following duties:
 - [1] In the temporary absence of the Township Administrator, carry out the functions and duties of the position of Township Administrator as have been previously determined by the Township Administrator where it is in the best interests of the Township to not wait until the Township Administrator is available;
 - [2] Handle employee benefits programs including enrollment, claims issues, retirement, etc.;

- [3] Serve as the Township's representative to the NJ State Office of Personnel (CAMPS program) to oversee the State Civil Service Commission rules for Delanco;
- [4] Serve as pension supervisor for State programs that cover Township employees;
- [5] Serve as lead Township representative for various Federal, State and County grant and aid programs, in particular be the Township representative to access the State SAGE program;
- [6] Represent the Township to handle bidding and contracts for regional solid waste collection for the Township;
- [7] Oversee the administration of the Recycle Bank and Recycling Cart program through the County to serve Township properties;
- [8] Oversee implementation of various PILOT (Payment In Lieu of Taxes) agreements;
- [9] Represent the Township with inspectors for Federal, State and County agencies such as PEOSHA and NJDEP;
- [10] Other duties as may be specifically assigned to him or her from time to time by the Township Administrator or the Township Committee, based on his or her qualifications, which are of a similar nature, as appropriate.

SECTION TWO: All Ordinances and provisions thereof inconsistent with the provisions of this Ordinance shall be and are hereby repealed to the extent of such inconsistency.

SECTION THREE: If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision and the remainder of this ordinance shall be deemed valid and effective.

SECTION FOUR: This ordinance shall take effect immediately upon final passage and publication according to law.