

CITY OF VINELAND

ORDINANCE NO. 2014- 41

ORDINANCE AMENDING ORDINANCE 1062, AS
AMENDED, CHAPTER 5 OF THE CODE OF THE CITY OF
VINELAND ENTITLED DEPARTMENT OF
ADMINISTRATION.

WHEREAS, throughout New Jersey, the responsibilities and operations of local government have grown in complexity due not only to the increasing density of development in the State but also due to the ever increasing rules and regulations set forth by various state and federal agencies; and

WHEREAS, in order to provide assistance to elected officials in insuring the proper administration and management of the affairs of the City of Vineland and providing for efficient and effective administration and management of the resources of the City, it is necessary to consider individuals for the position of Business Administrator with qualifications, standards and experience commensurate with the required duties.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Vineland that Chapter 5 of the Code of the City of Vineland is hereby amended as follows:

§5-4 Qualifications and Residency of Administrator is deleted in its entirety and replaced as follows:

A. No person shall be qualified for appointment as Business Administrator unless such person shall have (1) Bachelors' Degree from an accredited institution in business/government administration or a related field and (2) (A) not less than ten (10) years administrative experience in business administration or government administration or (B) a Masters in Business Administration from an accredited institution and not less than five (5) years' experience in business administration or government administration; and (3) shall have actual experience in budget preparation, contract negotiations, centralized purchasing functions, the development and administration of personnel systems and a knowledge of Civil Service Commission Rules and Regulations for the State of New Jersey.

B. No elected member of the Governing Body or Mayor shall be eligible as Business Administrator during his/her term of office nor within one year after the expiration of said term.

C. In accordance with NJSA 40:69A-44, any person appointed as Business Administrator need not reside in the City of Vineland at the time of his/her appointment, but during his/her tenure in office, he/she may reside outside of the City of Vineland only with the approval of the City Council.

§5-5 Duties of Administrator shall be amended as follows:

H. Shall be responsible for researching, initiating action for, applying for and supervising the implementation of funding grants from various sources for the improvement and development of capital projects and needs as well as for services to the City and its residents.

I. Study the governmental and administrative operations and needs of the City and prepare and recommend to the governing body necessary and desirable plans and programs to meet present and foreseeable needs.

J. Develop, prescribe and enforce rules and regulations for the efficient management of the City for the avoidance of any duplication or overlapping effort among the departments or among the units within a department, and for the improvement of methods and procedures of administration.

K. Integrate and coordinate the function of all Departments, Boards, Agencies, Offices and Officials. The Business Administrator shall be responsible for continually improving communications among the various personnel, departments, agencies, boards and the governing body.

L. Make recommendations which may increase the efficiency of the operation of the City.

M. Continually review and supervise the City's insurance program.

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N. Be responsible for the overall supervision and maintenance of real property owned by the City except as modified through delegation by the governing body or ordinance to autonomous boards or commissions.

O. Assign office space, furniture, telephone, computer and similar facilities, and other resources among and within departments.

P. Ensure that there is an up-to-date and coordinated filing system and records retention system for all department, offices, boards and agencies.

Q. Attend all regular and work session meetings of the governing body and attend other meetings as directed by the governing body. The Business Administrator shall receive notice of and shall attend all regular and special meetings of the governing body and all advisory committees, boards, commissions and other agencies of the City.

R. Implement all policies formulated by the City unless specifically directed otherwise by a formal action of the governing body.

S. Advise the Mayor and Council on all background matters as an aid to the creation of policy and recommend to the governing body adoption of such measures as may be deemed necessary or expedient.

§5-5A Political Activity

The Business Administrator shall not engage in any local political activity, nor shall make any financial or other contributions to any local political campaign nor lobby the elected officials on behalf of any political party or campaign. However, nothing herein shall be deemed to prohibit the Business Administrator from providing recommendations to the elected officials of the City on issues of concern to the City.

§5-5B Temporary Appointment During Absence or Disability

During any approved absence or disability, the Assistant Business Administrator shall serve as Business Administrator temporarily to perform the duties and responsibilities of the Business Administrator. After 180 days of such absence or disability, the position may be deemed a vacancy after recommendation by the Mayor and confirmed by a Resolution of Council. Compensation, if any, for duties performed by the Assistant Business Administrator under this section shall be determined by the recommendation of the Mayor and approved by Resolution of Council.

BE IT FURTHER ORDAINED that any portion of Chapter 5 not so amended hereby shall remain in full force and effect. Should any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision and such holding shall not affect the validity of the remaining portions.

BE IT FURTHER ORDAINED that all Ordinances or parts of Ordinances or Resolutions inconsistent with the provisions of this Ordinance are hereby repealed to the extent of their inconsistencies.

Passed first reading:

Passed final reading:

President of Council

Approved by the Mayor:

Mayor

ATTEST:

City Clerk