

**Chapter 3****ADMINISTRATOR**

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**[HISTORY: Adopted by the Mayor and Council of the Borough of Wood-Ridge 3-9-1999 by Ord. No. 99-7.<sup>1</sup> Amendments noted where applicable.]**

**GENERAL REFERENCES**

Personnel — See Ch. 58.

**§ 3-1. Creation of office.**

Pursuant to N.J.S.A. 40A:9-136 et seq., there is hereby created the position of Borough Administrator.

**§ 3-2. Appointment; term of office; compensation.**

The Borough Administrator shall be appointed by the governing body for a term of one year. He shall receive as salary such sum as may be fixed and adopted by the governing body.

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<sup>1</sup> Editor's Note: This ordinance also provided for the repeal of former Ch. 3, Administrator, adopted 1-1-1981 by Ord. No. 10-80, as amended 7-19-1993 by Ord. No. 93-13.

**§ 3-3. Removal.**

The Borough Administrator may be removed by a  $\frac{2}{3}$  vote of the governing body. The resolution of removal shall become effective three months after its adoption by the governing body. The governing body may provide that the resolution shall have immediate effect; provided, however, that the governing body shall cause to be paid to the Borough Administrator forthwith any unpaid balance of his salary and his salary for the next three calendar months following adoption of the resolution.

**§ 3-4. Qualifications and residency.**

The Borough Administrator shall be chosen on the basis of executive and administrative abilities, with special regard to education, training and experience in governmental affairs. The Borough Administrator need not reside in Wood-Ridge.

**§ 3-5. Duties and responsibilities.**

The Borough Administrator shall, under the supervision and control of the governing body, to the extent not prohibited by law, have the following duties and responsibilities:

- A. Serve as the principal administrative officer representing the governing body.
- B. Supervise the administration of all departments and offices in consultation with the respective committee chairmen.
- C. Study the administrative and other operations of the borough and make recommendations for the plans and programs to meet the needs of the borough.
- D. Receive and reply to inquiries and complaints concerning borough business and provide information and assistance in respect thereto.
- E. Attend all meetings of the governing body, as required.

- F. Establish and maintain sound personnel practices and maintain appropriate records of all the employees.
- G. Recommend the nature, location and extent of public improvements and coordinate the execution of same when authorized by the governing body.
- H. Implement and enforce the policies of the governing body with respect to the compiling and release of public information.
- I. Receive from each department, office and board their annual budget requests, reviewing and transmitting same, along with comments and recommendations, to the governing body.
- J. Consult with the governing body on preparation of the tentative budget, recording changes, additions and deletions thereto, and submitting final recommendations in the form required by law, together with an analysis of the various items of expenditure and revenue and such explanatory comments as may be required.
- K. Negotiate contracts for the borough as authorized by, and subject to the approval of, the governing body.
- L. Review, recommend, implement and enforce the financial procedures and policy of the borough and its departments after consultation with the appropriate committee chairmen and department heads.
- M. Act as a purchasing agent in accordance with N.J.S.A. 40A:11-9 and perform all other central purchasing functions so as to coordinate and control the buying of goods and services in the Borough of Wood-Ridge.
- N. Perform such other duties as may be assigned to him by the governing body.

**§ 3-6. Audit.**

The Borough Administrator shall consult with the Borough Auditor so as to keep him advised of the continuing review and

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analysis of proposed operations, work, progress and costs of municipal services.