

**TOWN OF WEST NEW YORK
COUNTY OF HUDSON**

ORDINANCE #1/12

**AN ORDINANCE ESTABLISHING THE POSITION OF
CHIEF OF ADMINISTRATIVE SERVICES FOR THE TOWN OF
WEST NEW YORK AND AMENDING CHAPTER 56 AND OF
THE CODE OF THE TOWN OF WEST NEW YORK**

WHEREAS the Mayor and the Board of Commissioners deems the creation of a Chief of Administrative Services beneficial to the public welfare and necessary for the efficient conduct and administration of the Town of West New York; and

WHEREAS, in order to insure coordination between all departments, the Chief of Administrative Services shall be a member of the Law Department;

Now therefore, be it ordained by the Mayor and Board of Commissioners for the Town of West New York, County of Hudson, State of New Jersey, as follows:

Section 1: Position created.

The position of Chief of Administrative Services is hereby created.

Section 2: Power of appointment

The said Chief of Administrative Services shall be appointed by the Director of the Department of Public Safety and shall be in the Law Department.

Section 3: Term

The term of the position of the Chief of Administrative Services shall be for one year.

Section 4: Supervision; duties

The Chief of Administrative Services shall be under the authority and direction of the Mayor. Whenever appropriate, the establishment of labor procedures shall be approved by the Governing Body by Resolution.

Section 4A: Duties of the Chief of Administrative Services

The Chief of Administrative Services shall perform such duties as deemed necessary by the Mayor or governing body for the efficient operation of the town including but not limited to: supervising work pertaining to the operation of the Town, developing work programs and working procedures that effectively use the labor resources in the Town; making and executing plans for the effective utilization of personnel, direction and supervision of the operations of the five (5) departments within the Town; evaluating the performance of department personnel, providing for staff training; provide guidance to department personnel regarding goals and

objectives, develop and implement policies and procedures concerning the operation of the town and employees; conferring with department staff, Governing Body and other inter-departmental personnel on operational and administrative issues, and helping to develop and implement policies and solutions to the same; performing general administrative work as required, including preparing reports and correspondence; establishing office support procedures and implement changes as necessary pertinent to office services; managing, coordinating and directing ancillary support services and other related services through delegation to subordinate supervisory personnel; and overseeing the relocation of offices and/or personnel.

Section 5: Salary and compensation

The salary range of the Chief of Administrative Services shall be: \$30,000.00 - \$70,000.00. Such salary shall be separate and apart from any other position that the Chief Administrator may hold within the Town and upon termination or resignation shall cease.

Section 6: Department Assignment

The position of Chief of Administrative Services of the Town of West New York shall be assigned to the Department of Public Safety, Department of Law. Chapter 56 of the Code is hereby amended to include the position of Chief of Administrative Services.

Section 7: Method of payment

The said salary shall be paid in bi-weekly installments.

Section 8: All ordinances inconsistent herewith are hereby repealed.

Section 9: This ordinance shall take effect immediately upon passage and publication as provided by law.

Introduced: 1/18/12

Notice

The foregoing Ordinance was adopted for first reading by the Mayor and Board of Commissioners of the Town of West New York, New Jersey, on **January 18, 2012** and ordered published, and will be further considered before final passage at a public hearing on **February 15, 2012 at 7:00 P.M.** at the Commission Chambers, Municipal Building, West New York, NJ. A copy of this Ordinance has been posted on the bulletin board upon which public notices are customarily posted on in the Town Hall of the Town of West New York, and a copy (at no charge) is available up to and including the time of such meeting to the members of the public of the Town who shall request such copies, at the Office of the Town Clerk in said Town Hall in West New York, N.J.

Carmela Riccie, RMC
Town Clerk