

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

ORDINANCE #27/11

**An Ordinance establishing the position of
Director of the Building Department and Fire Prevention Bureau for the Town of West New York**

BE IT ORDAINED by the Board of Commissioners of the Town of West New York as follows:

Section 1: **Position established.**

There is hereby established the position of Director of the Building Department of the Town West New York and the Fire Prevention Bureau of the Town of West New York, (“Director”).

Section 2: **Duties and Powers.**

The duties of the Director include, but are not limited to providing administrative assistance to the Construction Code Official in the operation of the Building Department as defined in Chapter 21, Section 1, Ordinance No. 1234, and to the Fire Code Official in the operation of the Fire Prevention Bureau, as defined in Chapter 198, Section 1, Ordinance No. 1/00, of the Town of West New York. The Director’s duties shall consist of but not be limited to the following:

- A. To assist in planning, coordinating, directing and supervision of the operations of the Building Department and Fire Prevention Bureau; and to perform related duties and responsibilities as required;
- B. To exercise direction in processing personnel matters, including evaluate the performance of department personnel, provide for staff training, implement disciplinary and termination process as necessary as allowed by law, and/or the collective bargaining agreement;
- C. To Interpret and provide guidance to department personnel regarding goals and objectives, policies and procedures concerning the Building Department and Fire Prevention Bureau;
- D. To Confer with department staff, Governing Body and other inter-departmental personnel on operational and administrative issues, and help to develop solutions to the same;
- E. To receive and respond to inquiries, requests for assistance, concerns and complaints from the public regarding building code inspections and enforcements;
- F. To prepare and submit reports on departmental programs and activities to the Governing Body, County and State Administrative bodies, as the case may be;
- G. To attend civic and other community meetings and events to explain and promote the activities and function of the Building Department and Fire Prevention Bureau and to establish favorable public relations; give public speaking presentations as requested; and

H. To perform general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, and other tasks as they arise.

Section 3: Department Assignment.

The position of Director of the Building Department and Fire Prevention Bureau of the Town of West New York shall be assigned to the Department of Public Safety.

Section 4: Power of Appointment.

The said Director of the Building Department and Fire Prevention Bureau shall be appointed by the Director of the Department of Public Safety.

Section 5: Salary Range.

The range of salary of said Director of the Building Department and Fire Prevention Bureau shall be established by Ordinance.

Section 6: Invalid Provisions.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

Section 7: Effective Date.

This Ordinance shall take effect immediately upon final passage, approval and publication as required by law.

Introduced: November 21, 2011

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 **November 21, 2011**, and ordered published, and will be further considered before final passage at a public hearing on **December 19, 2011 at 7:00 p.m.** at the Commission Chambers, Municipal Building, West New York, New Jersey. A copy of this Ordinance has been posted on the bulletin board upon which public notices are customarily posted 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, NJ.

Carmela Riccio, RMC
Town Clerk