

ORDINANCE NO. 3389-16

AN ORDINANCE AMENDING CHAPTER 4 OF THE CODE OF THE BOROUGH OF RUTHERFORD ENTITLED "ADMINISTRATIVE OFFICES" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF RUTHERFORD, COUNTY OF BERGEN AND STATE OF NEW JERSEY

BE IT ORDAINED by the Mayor and Council of the Borough of Rutherford, County of Bergen and State of New Jersey that Chapter 4 of the Code of the Borough of Rutherford Entitled "Administrative Offices" shall be amended as follows and that those portions of the Ordinances set forth below are hereby created as follows and that those portions of the Ordinances not set forth below shall remain unchanged:

Article XI - ~~Executive Director~~ Executive Secretary

4-52 Position of ~~Executive Director~~ Executive Secretary Created

The position of ~~Executive Director~~ Executive Secretary is hereby created, and the employment of a person to fill such position on a temporary or permanent basis is hereby authorized. The ~~Executive Director~~ Executive Secretary shall be appointed by the Mayor with the advice and consent of the Council. The term of office of the ~~Executive Director~~ Executive Secretary shall be at the pleasure of the Mayor and Council.

4-53 Qualifications

- A. The ~~Executive Director~~ Executive Secretary must be a graduate of an accredited college or university with a Bachelor's degree and have experience in municipal government.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

4-54 Duties of the ~~Executive Director~~ Executive Secretary

- A. The ~~Executive Director~~ Executive Secretary, shall, under direction of the Mayor and Council and be responsible for assisting in the execution of the functions of all Borough Departments through implementation of policy and development, management, and control of plans, programs, and operations by employing accepted techniques of management and shall perform other related duties as required.
- B. The ~~Executive Director~~ Executive Secretary shall have the following duties:
 - 1. Develop, review, interpret and control objectives of the Policies and Procedures of the Borough of Rutherford and recommend any necessary changes to the Mayor and Council.
 - 2. Confer with Department Heads and Council liaisons on budgetary needs and allowances.
 - 3. Evaluate budget requests including overall operations in terms of effective use of resources and special problems of the organization and administration, and confer with the Chief Financial Officer in determining final budget application.
 - 4. Oversee project target dates and/or deadlines, report problems which may arise, and refer delays as necessary to the Mayor and appropriate Council liaison.

5. Upon instruction from the Mayor and Council, implement measures to ensure that directives are properly carried out by the appropriate organizational unit, and direct assignment and management of such measures.
6. Upon instruction from the Mayor and Council, participates in or performs special studies or investigations which require analysis of requests and statistics and make recommendations regarding appropriate action.
7. Attend all Department Head meetings and keep comprehensive notes to be reported to the Mayor and Council as needed.
8. Drafts correspondence in the course of official duties.
9. Upon instruction from the Mayor and Council, prepares clear, sound, accurate, and informative reports containing findings, statistical information, analyses, conclusions, and recommendations to the Mayor and Council.
10. Shall review daily any complaints concerning the functions and obligations of the Borough of Rutherford and shall have a permanent record of all complaints and the disposition made.
11. Shall report and recommend any disciplinary actions in accordance with the Borough's Policies and Procedures and immediately consult with the Mayor and appropriate Council liaison regarding any necessary and immediate action to be taken.
12. Shall perform such other duties as may be assigned from time to time by the Mayor and Council.

4-55 Compensation

The salary of the ~~Executive Director~~ Executive Secretary shall be in such amount as determined by the Mayor and Council and shall be set forth within a separate salary ordinance.

[1]: Editor's Note: The Salary Schedule shall be kept in the office of the clerk.

4-56 Severability

If 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 hereof.

This Ordinance shall take effect immediately upon final passage and publication according to law.

Margaret M. Scanlon

Margaret Scanlon, Borough Clerk

Joseph DeSalvo Jr.

Joseph DeSalvo Jr., Mayor

I hereby certify the foregoing to be a true copy of an ordinance adopted by the Mayor and Council at a meeting held on February 22, 2016.

Margaret M. Scanlon

Margaret Scanlon, Borough Clerk