

**TABERNACLE TOWNSHIP
BURLINGTON COUNTY, NEW JERSEY**

ORDINANCE 2021-07

**ESTABLISHING THE POSITION OF
ASSISTANT MUNICIPAL ADMINISTRATOR**

BE IT ORDAINED by the Township Committee of the Township of Tabernacle, in the County of Burlington and State of New Jersey, as follows:

SECTION 1. Creation of Office and Title.

There is hereby created the position of Assistant Municipal Administrator

SECTION 2. Appointment.

- a. The Assistant Municipal Administrator shall be appointed by the Township Committee upon the recommendation of the Township Administrator without term and subject to any tenure acts of the State of New Jersey.

SECTION 3. Duties and Responsibilities.

- a. The Assistant Municipal Administrator shall have the duties of assisting the Municipal Administrator in the administration of municipal affairs, and in integrating and coordinating activities of the various departments; perform related work as required by the Administrator.
- b. Assist the Municipal Administrator in the preparation and review of the budget.
- c. Assist the Municipal Administrator in installing modern management methods and systems for all departments.
- d. In the absence of the Municipal Administrator, shall have all the powers and perform all functions and duties of the Municipal Administrator.
- e. Assist the Municipal Administrator in advising the governing body on matters of policy.
- f. Assist the Municipal Administrator in editing and compiling public information releases.
- g. Assist the Municipal Administrator in advising the governing body on all problems of personnel and administrative organization
- h. Prepare comprehensive reports and supervise the establishment and maintenance of suitable records and files.
- i. May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency and/or office.

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SECTION 4. Compensation.

The Assistant Municipal Administrator shall be paid a salary fixed and adopted by the Township Committee in the annual Salary Ordinance.

SECTION 5. Qualifications and Residence.

- a. The Assistant Municipal Administrator shall be appointed based on his/her qualifications. Previous responsible experience in local government and possession of a high school diploma or equivalent required. A Bachelor's degree is preferred, however, not required. Two years in local government may be substituted.

- b. The Assistant Municipal Administrator need not be a resident of the Township or the State at the time of his or her appointment.

BE IT FURTHER ORDAINED this ordinance shall become effective after final passage and publication according to law.

NOTICE

The above-entitled ordinance was introduced on first reading at a meeting of the Tabernacle Township Committee held on July 26, 2021.

It establishes salary ranges for the various departments. The ordinance will be considered for adoption after a public hearing to be held August 23, 2021, at 7:30 p.m. prevailing time.

Copies are available to the public prior to the hearing. The ordinance, in full, is also available on the Tabernacle website and has been posted on the Bulletin Board in Town Hall.

Elaine B. Kennedy, RMC/CMC
Municipal Clerk