TOWNSHIP ADMINISTRATOR

Sections:
The office of the township administrator is created in and for Chesterfield Township pursuant to the provisions of this chapter.

Term:
The township administrator shall be appointed by the Chesterfield Township Committee (hereafter referred to as "the township committee) and shall hold office at the pleasure of the township committee.

Absence or disability:
During the absence or disability of the duly appointed township administrator, the Township Committee may, by resolution, appoint an officer or regular employee of Chesterfield Township during such absence or disability. Such absence or disability shall be limited to three months after which time such absence or disability may be deemed a vacancy. Such absence or disability period may be extended at the discretion of the township committee.

Removal:
The township administrator may be removed by a two-thirds vote of the Township Committee. There solution of removal shall be effective three months after its adoption by the Township Committee. The Township Committee may provide that the resolution shall have immediate effect; provided, however, that the Township Committee shall cause to be paid to the administrator any unpaid balance of his/her salary and his/her salary for the next three calendar months following adoption of the resolution.

Qualifications and requirements:
A. Appointment. The township administrator shall be appointed on the basis of his/her executive and administrative abilities and qualifications with special regard to education, training and experience in governmental affairs.

B. Residency. The township administrator must be a resident of the state of New Jersey and must reside within a reasonable distance of Chesterfield Township.

Salary:
The township administrator shall receive as salary, such sums as may be fixed and adopted by the township committee in the annual salary ordinance of the township.

Supervision:
The township administrator shall be the chief administrative officer of the township and always be under the supervision of and responsible to the township committee for all actions relevant to the duties and responsibilities of said office to the extent not prohibited by law.
**Responsibilities:**
The Township Administrator, for the purpose of carrying out the responsibilities of the position, shall develop, promulgate and implement, with the approval of the township committee, sound administrative, personnel and purchasing practices and procedures for all departments, offices and agencies of the township. This shall include the following:

A. Personnel Organization. Study, recommend, implement and enforce personnel organization and policy of the township and its departments, under the direction of the Township Committee and in consultation with Township Clerk.

B. Administrative Procedures. Study, recommend, implement and enforce administrative procedures and policies of the township and its departments, and under the direction of the Township Committee and in consultation with Township Clerk.

C. Purchasing Procedures. Study, recommend, implement and enforce purchasing procedures and policies of the township and its departments under the direction of the Township Committee and in consultation with Township Clerk.

D. Township Policies. Study, recommend, implement and enforce procedures and policies of the township and departments for receipts, dissemination and collation of and responses to communications and information under the direction of the Township Committee and in consultation with Township Clerk.

E. Coordinate Intradepartmental Operations. Assign responsibility for departmental action and coordinate intradepartmental operations as authorized by the township committee.

F. Coordinate Procedures and Policies. Study, recommend, implement and enforce the procedures and policies of the township and its departments for the coordination, compiling, editing and prompt dissemination and release of public information through such resources as the Township website and newsletter, upon authorization of the township committee.

G. Responsibility. See that all terms and conditions imposed in favor of the township or its inhabitants in any statute or contract are faithfully kept and performed and upon knowledge of any violation, call the same to the attention of the township committee;

H. Financial Procedures. Study, recommend, implement and enforce the financial procedures and policy of the township and its departments, under the direction of the Township Committee and after consultation with the Chief Financial Officer and the Township Clerk.

I. Efficiency and Effectiveness. Conduct a continuous study of all activities and operations of the township government and recommend changes for the purpose of increasing efficiency and effectiveness; prescribe such rules and regulations as s/he shall deem necessary with the approval of the township committee for the conduct of
administrative procedures, and revoke, suspend or amend any such rules or regulations, subject to the approval of the township committee, in all background matters to assist it with the establishment of policy.

J. Inventory. To require the various departments to provide an adequate inventory of all equipment, materials and supplies in stock and to recommend sale of any surplus, obsolete or unused equipment when authorized so to do by the township committee.

K. Written Reports. Shall make studies and surveys of such municipal problems of the township as shall be assigned to her/him from time to time by the township committee and prepare and submit written reports of the findings and determinations to the township committee for their consideration and action. S/He shall be responsible to see that any complaints concerning the functions and obligations of the township made by any of its residents, citizens or taxpayers are promptly attended to. Such complaints, and any action taken as a result, will be reported to the township committee in writing within a reasonable time following the complaint and action.

L. Other Duties. Shall perform such other duties as may be from time to time specifically assigned by the township committee.

M. Public Meetings Attendance: Shall attend all public meetings of the township committee and any other meetings when so requested by the township committee.

N. Budget Preparation. Shall, in consultation with the Chief Financial Officer and the Township Clerk, assist the township committee in the preparation of the annual township operating and capital budgets to be considered and adopted by the township committee.

O. Aide Programs Information. Shall keep the township committee informed as to federal aid projects, state aid projects, county aide projects and any other aid programs for which the township may qualify.

P. Manage the Township insurance program. Work with the township attorney and insurance carriers in all matters pertaining to litigation against Chesterfield Township.

Q. To work with our municipal professionals to periodically review important items such as Chesterfields COAH conformance, the townships wastewater treatment agreement and any other capital improvement project underway within Chesterfield Township.

R. Develop a line of communication with the following entities: Transco/Colonial Pipeline, PSEG, NJTP, NJNG, Verizon Communication, ATT Communication, etc.

S. Seek out and promote Chesterfield Township’s commercial opportunities. Provide a networking service to work towards 100% occupancy of all commercial space within Chesterfield Township.
T. Develop and promote working relationships with neighboring towns and their officials. Act as a conduit to Regional, County, and State government and agencies for the Chesterfield Twp. Committee relating to issues that need the involvement of these agencies.

U. Oversee any shared service agreements with neighboring towns and report any concerns or opportunities relating to these agreements back to Twp. Committee.

**Restricted power:**
Nothing in this chapter shall derogate from or authorize the municipal administrator to exercise the powers and duties of the elected and appointed officials or employees.