

ARTICLE IX

City Administrator

[Adopted 2-18-2003 by Ord. No. 2-2003 (Ch. 29, Art. XI, of the 1974 Code); amended in its entirety 11-24-2015 by Ord. No. 18-2015]

§ 43-35. Establishment.

Pursuant to N.J.S.A. 40A:9-136, there is hereby created the position of City Administrator.

§ 43-36. Appointment; term; compensation.

- A. The City Administrator shall be appointed by the Mayor with the advice and consent of City Council in accordance with N.J.S.A. 40A:9-137.
- B. The term of office of the City Administrator shall be established in the discretion of the Mayor and City Council.
- C. The Administrator shall receive a salary of such sums as may be fixed and adopted by the City Council in the Annual Salary and Wage Ordinance.
- D. The office of City Administrator may be filled by resolution on either a full-time or part-time basis as may be determined in the discretion of the City Council considering the best interests of the municipality.

§ 43-37. Removal.

The City Administrator may be removed by a two-thirds vote of the governing body. The resolution of removal shall become effective three months after its adoption by the governing body. In accordance with N.J.S.A. 40A:9-138, the governing body may provide that the resolution of removal shall have an immediate effect; provided, however, that the governing body shall cause to be paid to the Administrator forthwith any unpaid balance of his/her salary for the next three months following the adoption of the resolution.

§ 43-38. Qualifications.

The City Administrator shall be appointed on the basis of his executive and administrative ability and qualifications with special regard to education, training and experience in governmental affairs. The City Administrator shall possess knowledge, skills and abilities in the following areas:

- A. Thorough knowledge of municipal administrative systems and procedures, along with budgetary principles and controls.
- B. The ability to speak clearly and effectively and to present ideas orally and in written form.
- C. The ability to investigate problems, analyze procedures and prepare recommendations in a straightforward, logical manner.
- D. The ability to deal courteously and effectively with subordinates, residents and the general public.
- E. The ability to take direction and carry out work assignments in a timely manner.

§ 43-39. Absence or disability.

During the absence or disability of the duly appointed City Administrator, the Mayor, with the advice and consent of Council, may, by resolution, appoint an officer or regular employee of the municipality to perform such duties of the City Administrator during such absence or disability.

§ 43-40. Powers and duties.

- A. The Administrator shall:
 - (1) Supervise and direct the business activities of all municipal departments, except that the Police Department and the Fire Department shall not be under the supervision of the City Administrator. The Police Department shall continue to operate under Chapter 61 of this Code, and the Fire Department shall continue to operate under Chapter 25 of this Code.
 - (2) The City Administrator shall be the Chief Administrative Officer of the municipality and is responsible for the efficient administration of all of the affairs of the municipality. As such, the person appointed to this position shall be responsible for the following duties:
 - (a) Serve as the personnel officer of the City and as such shall study, recommend, implement and enforce personnel policies adopted by the Council, and oversee the process of hiring, promotion, demotion, discipline and discharge of any and all officers and employees of the municipality. The City Administrator shall be responsible

for the maintenance of personnel records on all City employees.

- (b) Assist individual members of Council when requested to do so to carry out the functions and missions of their respective departments.
- (c) Cooperate with the Chief Financial Officer in drafting and revision of the proposed annual budget as directed by the Mayor.
- (d) Be responsible for the administration of the budget after its adoption by the City and the implementation of the work programs contained in the budget.
- (e) Execute and enforce the laws of the State of New Jersey and ordinances and resolutions of the City of Northfield, as the Mayor and Council may prescribe.
- (f) Attend all meetings of the Council, with a right to take part in the discussion, and he shall receive notice of all regular special meetings of Council and all advisory committees.
- (g) Prepare the workshop agenda for each meeting of Council, supply facts pertinent thereto and deliver same to Council 45 hours preceding work meetings.
- (h) Submit to the Mayor and Council, as soon as possible after the close of the fiscal year, a complete written report on the administrative activities of the City for the preceding year.
- (i) See that the provisions of all franchises, leases, permits and privileges granted by the City are complied with.
- (j) Attend to the monitoring of contracts in due form of law and supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed upon some other City officer or official by statute or this Code.
- (k) See that all money owed the City is promptly paid and that proper proceedings are taken for the security and collection of all the City's claims.
- (l) Review and recommend all bills and vouchers for payment prior to final approval by the Council.

- (m) Receive copies of all general and official correspondence addressed to the City of Northfield and shall refer same to the appropriate officer or department for disposition and reply.
 - (n) As directed by the Mayor and/or Council, participate in the negotiation of labor agreements with the various unions.
- B. The City Administrator may recommend the employment of experts and consultants to perform work and render advice in connection with the operation of the dedicated utilities or work projects in the City, subject to approval by the Mayor and Council.
- C. All complaints regarding services or personnel of the City shall be referred to the office of the City Administrator. He or an officer designated by him shall investigate and dispose of such complaints, and the City Administrator shall keep a written record of such complaint and when and what action was taken in response thereto and provide to the Mayor and/or Council a copy thereof.
- D. Nothing in this section shall derogate from or authorize the City Administrator to exercise the powers and duties of the elected and appointed officers of the City.
- E. The City Administrator shall conduct such other lawful duties as directed by the Mayor and City Council President.