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BUSINESS ADMINISTRATOR

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Chapter 4

BUSINESS ADMINISTRATOR

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[HISTORY: Adopted by the Mayor and Council of the Borough of Helmetta 11-14-1983. Amendments noted where applicable.]

GENERAL REFERENCES

Administration of government — See Ch. 1A.

§ 4-1. Position established.

The position of Business Administrator is hereby established in and for the Borough of Helmetta.

§ 4-2. Appointment. [Amended 3-11-1993]

Said Business Administrator shall be appointed by the Mayor with the advice and consent of the Borough Council for an indefinite term and may not be removed except in accordance with the statute in such case made and provided.

§ 4-3. Qualifications. [Amended 3-11-1993 by Ord. No. 4-1993]

The Business Administrator shall be chosen on the basis of his/her executive and administrative abilities and qualifications, with special regard to education, training and experience in governmental affairs.

§ 4-4. Powers and duties. [Amended 3-11-1993 by Ord. No. 4-1993]

- A. The Business Administrator shall perform the following duties. He/she shall:
- (1) Serve as the chief administrative officer of the borough.
 - (2) Attend all meetings of the Mayor and Council and such other meetings, whether within or without the Borough of Helmetta, as he/she may be assigned, from time to time, by the Mayor and Council.
 - (3) Provide a liaison between the Mayor and Council and the various municipal boards, agencies and departments of the Borough of Helmetta and its professional advisors.
 - (4) Execute all laws and ordinances of the borough, subject to the direction of the Mayor and Council.
 - (5) Keep the Mayor and Council currently informed on all matters assigned to him/her or otherwise within his/her jurisdiction.
 - (6) Be responsible for the coordination of interdepartmental operations.
 - (7) Negotiate contracts, subject to the approval of the Council.
 - (8) Make recommendations concerning the nature and location of borough improvements as determined by the Council.

- (9) Recommend to the Council for adoption such measures as he/she may deem necessary or expedient.
- (10) Make studies and surveys of such municipal problems of the Borough of Helmetta as shall be assigned to him/her, from time to time, by the Mayor and Council and prepare and submit written reports of his/her findings and determinations to the Mayor and Council for its consideration and action.
- (11) Study continually present and future budgets, purchasing procedures, administrative procedures and personnel organization and policies and make such recommendations to the Mayor and Council relating thereto as he/she shall deem necessary from time to time.
- (12) Be responsible for continually improving communications between the various borough personnel, departments, agencies and boards and between such personnel, departments, agencies boards and the Mayor and Council.
- (13) Make such inspections and reviews as may be necessary to ensure full compliance by all persons and corporations having contractual obligations to perform services for or sell goods to the Borough of Helmetta.
- (14) Be responsible for the compiling, editing and prompt dissemination and release of public information, upon the authorization of the Mayor and Council or as required by law.
- (15) Act as administrator of the borough's insurance programs and as purchasing agent.
- (16) Be responsible for the overall supervision and maintenance of real property owned by the Borough of Helmetta.

- (17) Act as liaison between the Borough of Helmetta and the various county, state and federal agencies, with respect to all applications for funds and/or services needed or required by the Borough of Helmetta.
- (18) Be responsible to see that any complaints concerning the functions and obligations of the Borough of Helmetta made by any of its residents are promptly attended to and a written record kept of such complaints, when made and when and what action was taken in response thereto, as well as provide information and assistance in respect to such complaints.
- (19) Perform such other administrative and ministerial duties and functions as may be assigned to him/her by the Mayor and Council.
- (20) Make any recommendations which he/she may believe will increase the efficiency of the administrative operation of the Borough of Helmetta.
- (21) Make reports to the Mayor and Council, including a monthly financial report, and, at the close of the year, make an annual report of borough governmental activities.

B. No duty set forth herein shall be deemed to authorize the performance of or interference, in any way, with the duties and functions of any other municipal official or employee, nor shall such any other municipal official or employee be relieved of any of his/her responsibilities or duties heretofore assigned or prescribed by law.

§ 4-5. Nature of employment.

A Business Administrator can be hired by the borough to perform either full-time or part-time employment as the needs of the borough may require.

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§ 4-6. Salary.

The Mayor and Council, on an annual basis, shall have the right to fix the salary of the Business Administrator, taking into consideration the hours of duty, as well as the responsibilities being undertaken by the individual.

§ 4-7. Administrative report to Council. [Added 3-11-1993 by Ord. No. 4-1993]

The Business Administrator shall report to the Mayor and the Borough Council administratively.

§ 4-8. Removal. [Added 3-11-1993 by Ord. No. 4-1993]

The Administrator may be removed by a majority vote of the authorized membership of the governing body. The resolution of removal shall become effective three (3) months after its adoption by the Council. The Council may provide that the resolution shall have immediate effect; provided, however, that the Council shall cause to be paid to the Administrator forthwith any unpaid balance of his/her salary for the next three (3) calendar months following adoption of the resolution.