

**ORDINANCE NO. 2023-28**

**AN ORDINANCE OF THE TOWNSHIP OF  
BARNEGAT, COUNTY OF OCEAN AND STATE OF  
NEW JERSEY ESTABLISHING CHAPTER 3A OF  
THE TOWNSHIP CODE ENTITLED  
“INFORMATION TECHNOLOGY DIRECTOR”**

**NOW THEREFORE BE IT ORDAINED** by the Mayor and Township Committee of the Township of Barnegat, County of Ocean, and State of New Jersey that Chapter 3A of the Township Code entitled “Information Technology Director” is hereby established and shall read as follows:

**SECTION 1.**

**Chapter 3A Information Technology Director**

**3A-1. Creation of position.**

It is hereby established within the Township of Barnegat the position of Information Technology Director. The Information Technology Director is a full time Township employee and is hired by the Township Committee.

**3A-2. Duties and responsibilities.**

The Information Technology Director shall be responsible to/for:

- a. Lead the Information Technologies Department, operational and strategic planning, including fostering innovation, planning projects, and organizing and negotiating the allocation of resources.
- b. Manage the deployment, monitoring, maintenance, development, upgrade, and support of all information technology systems,

including the servers, personal computers, operating systems, hardware, software, peripherals and phone system.

- c. Benchmark, utilize, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
- d. Provision of end-user services, including the help desk and technical support.
- e. Work with department heads to define Township business and system requirements for new technology implementations.
- f. Direct research on potential solutions in support of procurement efforts.
- g. Keep current with the latest technologies.
- h. Develop business case justification and cost/benefit analysis for IT spending and initiatives.
- i. Approve and oversee IT projects and project portfolio.
- j. Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- k. Practice asset management for IT hardware, software, and equipment.
- l. Establish and maintain regular written and in-person communications with the Township Administrator, department heads, and users regarding pertinent IT activities.

- m. Development and maintain audio and visual systems to live stream, record and archive Township meetings on Township website.
- n. Maintain the Township website.

**SECTION 2.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 3.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a 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.

**SECTION 4.** This ordinance shall take effect after second reading and publication as required by law.

### **NOTICE**

**NOTICE IS HEREBY GIVEN** that the foregoing ordinance was introduced and passed by the Township Committee on first reading at a meeting of the Township Committee of the Township of Barnegat on the **5 day of September, 2023**, and will be considered for second and final passage at a meeting of the Township Committee to be held on the **3<sup>rd</sup> day of October 2023, at 10:00 AM** at the Municipal Building located at 900 West Bay Avenue, Barnegat, New Jersey, at which time and place any persons desiring to be heard upon the same will be given the opportunity to be so heard.

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DONNA M. MANNO, RMC  
Municipal Clerk

**CERTIFICATION**

I, Donna Manno, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify by my hand and seal that the foregoing ordinance, namely **Ordinance 2023- 28** entitled "Establishing Chapter 3A of the Township Code, Entitled "Information Technology Director" was introduced and passed on first reading at a meeting held on the **5th day of September 2023**, and finally adopted by the Township Committee of said Township after public hearing at their regular meeting held on the **3rd day of October 2023 at 10:00 AM** at the Municipal Complex, 900 West Bay Avenue Barnegat, New Jersey.

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Donna Manno, RMC  
Municipal Clerk