

PULLED
TOWNSHIP OF HILLSIDE
COUNTY OF UNION, STATE OF NEW JERSEY
ORDINANCE NUMBER O-22-23

**AN ORDINANCE REORGANIZING THE DEPARTMENT OF ADMINISTRATION AND
FINANCE IN THE TOWNSHIP OF HILLSIDE TO ESTABLISH THE POSITION OF
ASSISTANT BUSINESS ADMINISTRATOR**

WHEREAS, the Township of Hillside recognizes the importance of maintaining a properly staffed Department of Administration and Finance to ensure more efficient, continuous, and effective management of the Township's financial matters; and

WHEREAS, the Township of Hillside therefore seeks to codify the position of a deputy administrator within the Department of Administration and Finance to assist the Township Business Administrator in carrying out his or her duties; and

WHEREAS, the Township of Hillside believes it is in its best interest, as well as the best interest of its residents, to establish a formal position in the Department of Administration and Finance for an Assistant Business Administrator;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF TOWNSHIP OF HILLSIDE:

1. Chapter 4, "Administration of Government," Article IV "Department of Administration and Finance," of the Township Code for the Township of Hillside, New Jersey, be amended by adding the following provision:

§ 4-14 Assistant Business Administrator. There is hereby created the position of Assistant Business Administrator.

§ 4-15 Duties of Assistant Business Administrator. The Assistant Business Administrator shall perform the duties required by law and/or ordinance as follows:

- A. The Assistant Business Administrator shall perform any duties assigned by the Business Administrator.
- B. The Assistant Business Administrator shall, during the absence or disability of the Business Administrator, have all of the powers and duties of the Business Administrator.
- C. The Assistant Business Administrator shall assist the Business Administrator in the administration of municipal affairs, and in integrating and coordinating activities of the various departments, including but not limited to the following:

- (1) Assist the Business Administrator in the preparation and review

of the budget.

- (2) Assist the Business Administrator in installing modern management methods and systems for all departments.
- (3) Assist the Business Administrator in advising the local governing body on matters of policy.
- (4) Assist the Business Administrator in editing and compiling public information releases.
- (5) Assist the Business Administrator in advising the governing body on all problems of personnel and administrative organization.
- (6) Prepare comprehensive reports, and supervise the establishment and maintenance of suitable records and files.

§ 4-1416 Organization.

The division shall be organized pursuant to plan approved as provided in § 4-9 of this chapter.

THE BALANCE OF THE ORDINANCE SHALL REMAIN UNCHANGED EXCEPT AS STATED ABOVE.

2. SEVERABILITY

If any provision of this Ordinance, or the application of any such provision to any person or circumstances, shall be held invalid, the remainder of this Ordinance to the extent it can be given effect, or the application of such provision to persons or circumstances other than those to which it is held invalid shall not be affected thereby, and to this extent the provisions of this Ordinance are severable.

3. REPEALER

All ordinances or parts of ordinances which are inconsistent with any provisions of this Ordinance are hereby repealed as to the extent of such inconsistencies.

4. EFFECTIVE DATE

This Ordinance shall become effective immediately following the final adoption thereof by the Township Council of the Township of Hillside and shall be published as required by law.

First Reading and Introduction: July 19, 2022

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT	EXCUSED
X		Bonanno	X				
		DeAugustine		X			
		Freedman		X			
		Hyatt		X			
	X	Rios	X				
		Mobley, CVP	X				
		Epps, CP	X				