

**ORDINANCE #**

**ORDINANCE CREATING THE POSITION OF "CLERK-CLERK-ADMINISTRATOR"  
IN THE BOROUGH OF BLOOMSBURY**

**WHEREAS**, the necessities of modern government requires executive decision making during the work day; and

**WHEREAS**, the Borough Clerk is often the sole person available during said work day, but is without the authority to undertake necessary tasks, including supervision of employees, directing Borough professionals, and overseeing the daily operations of the Borough; and

**WHEREAS**, the Bloomsbury Borough Council wishes to create and define, as well as set the duties and responsibilities of, the position of Borough Clerk-Clerk-Administrator.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Borough of Bloomsbury, County of Hunterdon, State of New Jersey, that the Ordinances of the Borough of Bloomsbury are hereby supplemented as follows:

**1. Position created.**

There be and hereby is created in the Borough of Bloomsbury the position of Borough Clerk-Clerk-Administrator.

**2. General Duties.**

The duties of the Borough Clerk-Clerk-Administrator shall include, generally, the management of the business and operations of the Borough under the supervision and control of the Mayor and such duties as shall be specifically assigned by the Borough Council from time to time either verbally or by Resolution.

**3. Appointment, Term, Vacancy.**

The appointment of the Borough Clerk-Clerk-Administrator shall be by the Borough Council. The appointment shall be for a term consistent with the term of the Borough Clerk as set by the New

Jersey Revised Statutes. Any vacancy in such office shall similarly be filled by appointment of the Borough Council.

The Borough Clerk-Clerk-Administrator may be removed, for cause, by a two-thirds vote of the entire Borough Council. Any absence or disability of the Borough Clerk-Clerk-Administrator in excess of three (3) months may be deemed a vacancy. The Resolution of removal shall become effective immediately after its adoption by the Borough Council. The Borough Council may provide that the Resolution shall have immediate effect; provided, however, that the Borough Council shall cause to be paid to the Clerk-Clerk-Administrator, forthwith, any unpaid balance of their salary and his/her salary for the next three (3) calendar months following adoption of the Resolution.

Upon the vacancy, removal, resignation or during any absence or disability of the duly appointed Borough Clerk-Clerk-Administrator, the Borough Council may appoint an officer or regular employee of the municipality or other individual to perform such duties and said person shall serve as the "Acting Borough Clerk- Clerk-Administrator." The Acting Borough Clerk-Clerk-Administrator shall serve for 90 days or until a new Borough Clerk-Clerk-Administrator is appointed. The Acting Borough Clerk-Clerk-Administrator shall serve at the pleasure of the Borough Council and may be removed by a two-thirds vote of the entire Borough Council. Employment of the Acting Borough Clerk-Clerk-Administrator is at will.

#### **4. Qualifications and Requirements.**

The Borough Clerk-Administrator shall be appointed on the basis of executive and administrative abilities and qualifications, with special regard to education, training and experience in governmental affairs.

The Borough Clerk-Administrator must be a resident of the State of New Jersey.

The Borough Clerk-Administrator shall be paid a fixed salary and adopted by the Borough Council in the annual salary ordinance/resolution. The Borough Clerk-Administrator shall receive additional compensation for other positions whose titles may be held and shall be reimbursed for all necessary expenses which are approved in advance by the Borough Council and

incurred in the performance of the office.

**5. Restrictions of Authority; no Political Activity; Conflicts of Interest.**

Nothing in this section shall derogate from, or authorize the Borough Clerk-Administrator to exercise the powers and duties of the elected and appointed officials or statutory employees, as provided by law.

At no time shall the Borough Clerk-Administrator engage in any organized political campaigns within the municipality or publicly offer any opinion with regard to a candidate in the municipality.

The Borough Clerk-Administrator shall comply with the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et. seq.