

ORDINANCE NO. 2022-32-OA **B**

**AN ORDINANCE OF THE TOWNSHIP OF BERKELEY, COUNTY OF
OCEAN, STATE OF NEW JERSEY, ESTABLISHING THE POSITION
OF DIRECTOR OF STAFF OPERATIONS**

July 25, 2022

BE IT ORDAINED AND ENACTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF BERKELEY, COUNTY OF OCEAN AND STATE OF NEW JERSEY, CREATING SECTION 2-14, ESTABLISHING THE POSITION OF "DIRECTOR OF STAFF OPERATIONS, " as follows:

SECTION 1. If the Township Code of the Township of Berkeley, entitled "Administration" is hereby amended so as to create Section 2-14, entitled "Director of Staff Operations" which shall read as follows:

~~§2-14~~ Director of Staff Operations

§2-14.1 Director of Staff Operations. Position created.

There is hereby created the position of Director of Staff Operations for the Township of Berkeley. The position of Director of Staff Operations shall be located in the appropriate Division within the Township, under the supervision of the Department Head and/or the Business Administrator.

§2-14.2 Duties

The Director of Staff Operations oversees the operations of a division or office within a given Department of Berkeley Township. The Director shall be responsible for management and oversight of all staff operations as well as the purchasing, payroll and all budgetary concerns of said division or office.

§2-14.3 Qualifications

Must have sufficient managerial and supervisory experience within the public and/or private sectors. Must have, at a minimum, a high school diploma and a valid New Jersey driver's license. Additional specific qualifications and experience may be required dependent on the division or office the Director will be working in.

§2-14.4 Salary

The salary for the Director of Staff Operations shall be determined from time to time by the Township Council and shall be paid in accordance with the provisions of the Salary Ordinance of the Township of Berkeley. In the absence of a salary ordinance for this title, the salary range shall be an \$80,000 - \$110,000 annual salary.

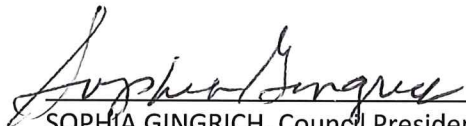
SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

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.



CARMEN F. AMATO, JR., Mayor



SOPHIA GINGRICH, Council President
JOHN BACCHIONE, Council Vice President

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed on first reading at a regular meeting of the Township Council of the Township of Berkeley, in the County of Ocean, State of New Jersey, held on July 25, 2022, and will be considered for second reading and final passage at the regular meeting of said Governing Body to be held on the 22nd day of August 2022, at 6:00 p.m., or as soon thereafter as this matter can be reached, at the meeting room of the Municipal Building located at 627 Pinewald-Keswick Road, Bayville, New Jersey, at which time all persons interested shall be given an opportunity to be heard concerning this ordinance.



BEVERLY M. CARLE, RMC
Township Clerk, Township of Berkeley