

**AN ORDINANCE CREATING NEW TOWNSHIP CODE SECTION CHAPTER 2, SECTION 5.3, IN ORDER TO CREATE NEW POSITION OF “DIRECTOR OF STAFF OPERATIONS”**

**I. PURPOSE**

**WHEREAS**, the Township of West Orange (“Township”) intends to increase the efficiency of departmental operations on a day-to-day basis; and

**WHEREAS**, there exists a need for additional oversight of personnel, operations and departments;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WEST ORANGE**, in the County of Essex and State of New Jersey, that there shall be created Chapter 2, Section 5.3 of the Township Code which shall provide as follows:

**II. AMENDMENT**

**BE IT ORDAINED**, by the Township Council of the Township of West Orange ( “ in the County of Essex and State of New Jersey, that there should be created a Chapter 2, Section 5.3 of the Revised General Ordinances of the Township, which shall provide as follows:

**2-5.3 Director of Staff Operations**

The Mayor may appoint, with the advice and consent of the Township Council, a Director of Staff Operations. The Director of Staff Operations may hold another office or position with the Township, and shall work under the direction and supervision of the Mayor and Business Administrator. The Director’s duties shall include, but will not necessarily be limited to:

- a. Supervising Department Heads on how to improve efficiency and uniformity in day-to-day staff operations
- b. Supervising departmental operating procedures to improve communication with and services to residents
- c. Recommending revisions to departmental operating procedures, as appropriate
- d. Streamlining administration by dealing with day-to-day operational issues as they arise in each department

- e. Suggesting re-organization or re-assignment of personnel between departments, as appropriate, in order to improve efficiency
- f. Planning, organizing, and coordinating administrative activities in such areas as accountability, information services, uniformity, and conformity with applicable regulatory requirements
- g. Planning, organizing, directing and coordinating department heads to improve and streamline services

**BE IT FURTHER ORDAINED**, that the remainder of Chapter 2, Section 5, shall remain unchanged.

**BE IT FURTHER ORDAINED**, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective.

**BE IT FURTHER ORDAINED**, that any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

**BE IT FURTHER ORDAINED**, that this Ordinance shall take effect upon passage and publication in accordance with law.

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**Karen J. Carnevale,**  
**Municipal Clerk**

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**Susan McCartney,**  
**Council President**

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**Honorable Robert D. Parisi**  
**Mayor**

**Introduction: March 11, 2014**

**Adoption: March 25, 2014**

## **LEGISLATIVE HISTORY**

Chapter 2 of the Township Code is the Administrative Code for the Township and governs administrative functions and general operations. This legislation would authorize the creation of a Director of Staff Operations position, which would fall under the direction of the Mayor and Business Administrator.

Authority for this proposed Ordinance is explicit, derived from several sources. First, pursuant to N.J.S.A. 40:48-1, the governing body of every municipality in the State of New may “make, amend, repeal and enforce ordinances to . . . [p]rescribe and define . . . the duties . . . of all officers and employees.” Furthermore, N.J.S.A. 40:69A-40 allows the Mayor to “direct and control all departments of the municipal government” and “[s]upervise the development, installation and maintenance of centralized . . . personnel . . . procedures as may be authorized by ordinance.” See N.J.S.A. 40:69A-40c and 40i.