

**BOROUGH OF PENNINGTON
ORDINANCE 2014-4**

AN ORDINANCE MODIFYING EXPERIENCE
REQUIREMENTS FOR THE POSITION OF BUSINESS ADMINISTRATOR AND
AMENDING CHAPTER 39 OF THE CODE OF THE BOROUGH OF PENNINGTON.

WHEREAS, Article VII, Chapter 39 of the Code of the Borough of Pennington creates the position of Borough Administrator for the Borough of Pennington, defines the powers and duties of the Administrator and prescribes education and experience requirements for the position;

WHEREAS, the Administrator is appointed by the Mayor with the advice and consent of Borough Council and serves at the pleasure of Borough Council;

WHEREAS, the Borough's part-time Administrator has resigned effective January 23, 2014 and the Borough must now seek his replacement;

WHEREAS, to expand the Borough's options in seeking a replacement for the Administrator, Borough Council now seeks to clarify experience requirements for the position to provide for a minimum of four years' experience in a management position in government or the equivalent;

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Pennington, that:

1. Chapter 39, Section 39-25, of the Code of the Borough of Pennington, is hereby amended as follows (underlining indicates new language):

“Education, experience and abilities of the Borough Administrator shall be as follows:

- A. Graduation from an accredited college or university with a bachelor's degree.
- B. A minimum of four years' experience in a management position in government or the equivalent.
- C. Knowledge of problems involved in the administration of municipal affairs.
- D. Knowledge in the integration and coordination of department activities and all phases of municipal operations.
- E. Ability to work effectively and harmoniously with members of the governing body and other municipal officials.
- F. Ability to supervise municipal operations, including financial and personnel records and paperwork; the purchase, receipt, storing and issuing of equipment, materials and supplies; and the collection, analysis and interpretation of data as to collections, expenditures, budgets, stores and other operation procedures.
- G. Ability to see that proper relations are established and maintained among the personnel of the various departments and with the general public.
- H. Ability to utilize various types of electronic and/or manual equipment and information systems used by the municipality.

- I. Ability to provide heads of departments and others with needed advice and assistance when difficult problems arise.
 - J. Ability to see that operational procedures are followed and that desired municipal objectives are achieved.”
2. This ordinance shall be effective upon its passage and publication according to law.

Introduced: February 3, 2014

Advertised: February 13, 2014

Public Hearing: March 19, 2014

Adopted: March 19, 2014

Published: March 27, 2014

ATTEST:

APPROVED:

Elizabeth Sterling, Borough Clerk

Anthony Persichilli, Mayor