

**AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH, COUNTY OF
GLOUCESTER AND STATE OF NEW JERSEY CREATING THE POSITION OF
DEPUTY ADMINISTRATOR**

ORDINANCE NO. 2023-26

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
WOOLWICH AS FOLLOWS:**

WHEREAS, Woolwich Township Code Chapter 29 entitled “Officers and Employees” establishes various positions within the Township of Woolwich; and

WHEREAS, the Woolwich Township Committee has determined the need to create the position of Municipal Deputy Administrator; and

WHEREAS, this position shall be created via the adoption of this Ordinance and codified as an Article to be included within Chapter 29: and

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of Woolwich that the following be inserted into Chapter 29 of the Woolwich Township Code to be noted as “Deputy Administrator”:

ARTICLE I. Deputy Administrator

Section 1. There is hereby established the position of “Deputy Administrator” whose duties are set forth herein. Compensation for the position of “Deputy Administrator” shall be set annually in the Woolwich Township Salary Ordinance.

Section 2. **Functions**

The Deputy Administrator’s function is to assist and support the Township Administrator in the day-to-day operations of the Township.

Section 3. Appointment

The Deputy Administrator is an annual appointment of the Mayor with the consent and advise of the Township Committee.

Section 4. Requirements

The Deputy Administrator shall have at a minimum three (3) years of supervisory experience in Municipal Government.

Section 5.

This Ordinance shall take effect after final adoption and publication as required by law.

TOWNSHIP OF WOOLWICH

Craig Frederick, Mayor

ATTEST: _____
Jane DiBella, Clerk

CERTIFICATION

The foregoing Ordinance was introduced upon first reading by the Township Committee of the Township of Woolwich at a meeting held on the 5th day of September, 2023. It will be further considered for final adoption upon a second reading and subsequent to a public hearing to be held on such ordinance at which time any interested person(s) may be heard. Said meeting is to be conducted on the 18th day of September, 2023 at the Woolwich Township Building, 120 Village Green Drive, Woolwich Township, New Jersey, beginning at 6:30 p.m.

Jane DiBella, Clerk