

**BOROUGH OF SPRING LAKE HEIGHTS  
ORDINANCE NO. 2017-08**

**AN ORDINANCE OF THE BOROUGH OF SPRING LAKE HEIGHTS – ADDING  
SECTION 2-33 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF  
SPRING LAKE HEIGHTS IN ORDER TO CREATE THE POSITION OF  
ASSISTANT BOROUGH ADMINISTRATOR.**

**BE IT ORDAINED**, by the Mayor and Borough Council of the Borough of Spring Lake Heights, in the County of Monmouth, State of New Jersey, as follows:

**Section 1.** Newly added section 2-33, “Assistant Borough Administrator” of Chapter 2 (Administration of Government) of the Revised General Ordinances of the Borough of Spring Lake Heights, New Jersey shall read in its entirety as follows:

**2-33            Assistant Borough Administrator**

**2-33.1.        Position Established.**

There is hereby established the position of Assistant Borough Administrator.

**2-33.2        Appointment; term.**

The Assistant Borough Administrator shall be appointed by resolution of the Mayor and Council and shall serve for a term of one year.

**2-33.3        Responsibilities.**

The Assistant Borough Administrator shall be responsible for assisting the Borough Administrator in the performance of his or her duties, including reviewing payroll and accumulated leave of all employees, maintaining personnel files, ensuring compliance with policies, procedures and agreements, and assisting in negotiating and preparing contracts. Duties shall also include development of a proposed budget and reviewing and processing purchase requisitions. The Assistant Borough Administrator shall render assistance and service to the Borough Administrator, Mayor and Council, Boards and all departments as may be required.

**2-33.4        Compensation.**

The salary of the Assistant Borough Administrator shall be in accord with the Salary Ordinance of the Borough of Spring Lake Heights.

**SECTION 2.** The provisions of this ordinance shall be severable. If any section or provision shall be held invalid by any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this ordinance, which shall remain in full force and effect.

**SECTION 3.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

**SECTION 4.** This ordinance shall take effect after final passage and publication in accordance with the law.