

TOWNSHIP OF WATERFORD

ORDINANCE NO. 2018-4

ORDINANCE OF THE TOWNSHIP OF WATERFORD AMENDING CHAPTER 40 OF THE TOWNSHIP CODE CAPTIONED "OFFICERS AND EMPLOYEES, ARTICLE IX, DIRECTOR OF COMMUNITY DEVELOPMENT"

WHEREAS, the Mayor and the Township Committee for Township of Waterford has determined to employ a full-time Director of Community Development, which position is identified in Chapter 40 of the Township Code captioned "Officers and Employees, Article IX, Director of Community Development"; and

WHEREAS, Amendments to that Chapter and Article IX are required since a full-time employee is now to be placed into that position.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Township Committee of the Township of Waterford, County of Camden, State of New Jersey, as follows:

Section 1. Chapter 40 of the Township Code captioned "Officers and Employees," Article IX captioned "Director of Community Development" is hereby amended in its entirety as follows:

§40-22 Position Created.

There is hereby created the position of Director of Community Development in the Township of Waterford, County of Camden, State of New Jersey.

The purpose of this position is to provide leadership and guidance to the Construction Planning and Zoning Departments which includes Municipal planning, land use, historic preservation, building inspections, code enforcement, housing, redevelopment, neighborhood and urban renewal, and community relations programs of the Township of Waterford. The Director shall implement policies and procedures; respond to inquiries and

requests; develop goals and objectives for each area of responsibility; review the status of major projects; and oversee and evaluate staff performance.

§40-23. Appointment; term.

The Director of Community Development shall be appointed by the Mayor and Township Committee. The term of appointment shall be for one or more years, commencing from date of appointment to end of designated term. The position shall be full time, requiring at least 35 hours per week.

§40-24. Duties.

The Director of Community Development will perform, but not be limited to, the following duties as listed below:

Department Administration

- Manage Department personnel.
- Oversee the hiring, training and development of Department personnel.
- Conduct annual performance evaluations.
- Address performance and conduct issues.
- Attend Township Committee Meetings.
- Coordinate and complete presentations and reports to the Township Committee, Planning Board and other groups as needed and as directed by the Township Administrator.
- Prepare regular reports on the Department's activities and performance to the Township Committee and Township Administrator as requested
- Perform Township inspections.
- Oversee Township Planning and Zoning redevelopment, code enforcement, historical preservation, and oversee Township Planning and Zoning neighborhood relations.
- Execute high-level organizational strategies.
- Delegate and monitor work assignments.
- Assist with the development of project schedules and scopes of work.
- Review the status of major projects and initiatives.
- Conduct program assessments by inspecting the Department's efficiency regularly.
- As assigned by Township Committee or Township Administrator.

Budget Oversight

- Oversee financial resources by supervising Department budget use.
- Monitor and review Department expenditures.

Community Relations

- Working with the Township Administrator to oversee the Department's public outreach efforts and programs by ensuring the appropriate measures are being implemented.
- Provide and designate Department representation when necessary for events.
- Identify issues in the community.
- Compose responses to citizen inquiries.
- Ensure responses to the public are appropriate and professional.
- Educate the public on the operations and programs of the Department.
- Establish partnerships with various parts of the community.

Municipal Duties

To oversee the daily operations of the combined Planning/Zoning Boards, all Construction and Zoning Office duties and will also include, but not to be limited to, collection of prior approvals, maintaining the bond list, including scheduling inspections with the professionals, recording of escrow moneys and processing all applications to the Boards.

§ 40-24.1. Employment Requirements.

At least seven years of demonstrated and responsible experience in Planning and Zoning, community development, or related fields. At least two years of experience in a supervisory position to include experience in managing and monitoring Department personnel work performance, evaluating program objectives and effectiveness, broad organizational goals.

Ability to make final decisions regarding policy development and implementation. Interaction with others outside the organization and management skills that support team efforts and quality processes.

Advanced skills and knowledge in current approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

This job title has responsibility for final approval of budgetary recommendations to the Township Administrator for the Director's Departments. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach the goals.

Theory, principles, practices and techniques of community development planning, building inspection, code enforcement, economic development, and related community development services; applicable federal, state and local laws, codes and regulations governing the administration of planning and community development; New Jersey UCC laws and regulations of community housing;

§ 40-24.2. Licenses; Certificates; Special Requirements

A valid New Jersey driver's license. Recommended, but not required, to hold designation of New Jersey Pinelands Local Review Officer, to hold or ability to be licensed/ certificated in the following:

Construction Official, Building Sub-Code Official, Building Hazardous High Rise Specialist (HHS), Building Industrial and Commercial Specialist (ICS), Buildings Residential and Small Commercial Specialist (RCS), Electrical ICS and/or Sub-Code, Plumbing ICS and/or Sub-Code, Fire ICS and/or Sub-Code.

§ 40-25. Compensation.

The Director of Community Development shall be compensated in accordance with the adopted Township Salary Ordinance.

Section 2. All Ordinances or parts of Ordinances inconsistent with this Ordinance, are hereby repealed to the extent of such inconsistency only.

Section 3. If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a Court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

Section 4. This Ordinance shall take effect after final adoption and publication as required by law.


Lori A. Friddell, RMC, Township Clerk


William A. Richardson, Jr., Mayor

Introduced: February 14, 2018
Public Hearing: February 28, 2018
Adopted: February 28, 2018

UPON INTRODUCTION ON 2-14-2018					
	GIANGIULIO	HANNA	SURA	YEATMAN	RICHARDSON
YES	X	X		X	X
ABSTAIN					
NO					
ABSENT			X		
UPON ADOPTION ON 2-28-2018					
	GIANGIULIO	HANNA	SURA	YEATMAN	RICHARDSON
YES	X	X	X	X	X
ABSTAIN					
NO					
ABSENT					

Certified to be a true copy of an Ordinance adopted by the Mayor and Township Committee of the Township of Waterford at a Meeting held on February 28, 2018.

Dated: February 28, 2018


Lori A. Friddell, RMC, Township Clerk