

2-5 DEPARTMENT OF ADMINISTRATION.

2-5.1 Director.

The Director of the Department of Administration shall be the Business Administrator. (Ord. No. 1431 § IV)

2-5.2 Powers and Duties of Director.

- a. The Business Administrator shall have, exercise and discharge the functions, powers and duties of the department.
- b. Under the discretion and supervision of the Mayor, the Business Administrator shall:
 1. Oversee the preparation of the Budget and Capital Plan.
 2. Administer a centralized purchasing system.
 3. Administer a centralized information technology system.
 4. Supervise the administration of each of the departments established in this Article. For this purpose, he shall have the power to investigate the organization and operation of any and all departments, to prescribe standards and rules of administrative practice and procedure, and to consult with the heads of the departments under his jurisdiction; provided that with respect to the Department of Law and the Department of Revenue and Finance, the authority of the Business Administrator under this subsection shall extend only to matters of budgeting, personnel and purchasing.
- c. Remove or discipline such personnel subject to Civil Service provisions.
- d. Serve as the Chief Administrative Officer in all elections held in the City, subject to the requirements of the Title 19 of the New Jersey Statutes Annotated.
- e. Oversee Personnel (Human Resources), Purchasing, Public Information and Engineering.

2-5.3 Powers and Duties of Department.

The department, under the discretion and supervision of the Mayor, shall:

- a. Assist in the preparation of the budget;
- b. Administer a centralized purchasing system;
- c. Be responsible for the development and administration of a sound personnel system; and
- d. Perform such other duties as the Council may prescribe.

2-5.4 Composition of Department.

The Department of Administration shall consist of Personnel (Human Resources), Purchasing, Public Information, and Engineering. (Ord. No. 1431 § IV)