

**Chapter 12C****OFFICERS AND EMPLOYEES**

**§ 12C-1. Positions established.**

**§ 12C-2. Affordable Housing Assessor.**

**§ 12C-3. Municipal Court On-Call/Courtroom Security Coordinator.**

**§ 12C-4. Director of Recreation, Special Needs Program.**

**§ 12C-5. Safety Officer.**

**[HISTORY: Adopted by the Township Committee of the Township of Barnegat 9-2-08 as Ord. No. 2008-30. Amendments noted where applicable.]**

Be it ordained by the Township Committee of the Township of Barnegat, in the County of Ocean and State of New Jersey:

**§ 12C-1. Positions established.**

There is hereby created the positions of:

- A. Affordable Housing Assessor.
- B. Municipal Court On-Call/Courtroom Security Coordinator.
- C. Director of Recreation - Special Needs Program.
- D. Safety Officer.

**§ 12C-2. Affordable Housing Assessor.**

The responsibilities, duties and job description for the position of Affordable Housing Assessor are as follows:

- A Description of duties. Prepares estimated assessment based on a review of plans and conceptals submitted with the construction permit. Determines estimated nonresidential development fee due to the Municipality. Completes State of New Jersey Non-Residential Development Fee Certification/Exemption Form N-RDF.
- B. Responsibilities and examples of work.
  - (1) Prepares estimated assessment based on a review of plans and conceptals submitted with the construction permit;
  - (2) Determines estimated preliminary nonresidential development fee due to the municipality;
  - (3) Provides copy of estimate to developer and Construction Official;
  - (4) Prior CO issue and upon notification that the property is ready for final assessment, COAH Assessor reviews the estimate, performs a final assessment, and completes form N-RDF;
  - (5) Determines estimated final nonresidential development fee due to the Municipality;
  - (6) If an exemption is claimed, determines if claimed exemption is justified. Reviews redevelopment agreement, general plan approval, developer's agreement, or proof of prior commitment of payment toward low and moderate income housing;
  - (7) Completes State of New Jersey Non-Residential Development Fee Certification/Exemption Form N-RDF.

- C. Skills, knowledge and abilities:
- (1) Knowledge of assessing principals and practices;
  - (2) Knowledge of construction methods and plans;
  - (3) Ability to effectively communicate orally and in writing with various individuals, developers and departments;
  - (4) Ability to maintain cooperative working relationships with developers, associates, and the Construction Official.
- D. Education and requirements:
- (1) New Jersey State Tax Assessor Certification.
- E. Supervision.
- (1) Report to Township Administrator.

**§ 12C-3. Municipal Court On Call/Courtroom Security Coordinator.**

The responsibilities, duties and job description for the position of Municipal Court On-Call/Courtroom Security Coordinator are as follows:

- A. Description of duties.
- (1) Be available to all law enforcement agencies on a continuous basis, twenty-four (24) hours a day, seven (7) days a week, including holidays. The Court Administrator and Deputy Administrator alternate every week of on-call duty. N.J.S.A. 2B:12-15 requires each municipality to develop, implement and coordinate a local Municipal Court Security Plan in consultation with the local law enforcement authority, Municipal Judge and the administrative Office of the Courts.
  - (2) Establish a Security Committee.

**B. Responsibilities and examples of work:**

- (1) Must be available and accessible to all law enforcement authorities: local police, state police, fish and game and marine police on an around the clock basis;
- (2) Be available at all times to issue warrants, accept bail, release prisoners, and commit defendants to County jail, set bail. Available to answer questions relating to warrants and complaint summonses;
- (3) Implement and maintain Court Room Security Policy. Maintain decorum of the Court. Deter those who would take violent action against the Court, personnel or public;
- (4) Implement a Municipal Court Room Security Plan on: the perimeter, access control, circulation control, Court Room Security and emergency procedures. Review security on a continuing basis, including annual risk assessment;
- (5) Establish Security Committee.

**C. Education and requirements.**

- (1) Certified Municipal Court Administrator.

**D. Supervision.**

- (1) Municipal Court Judge;
- (2) Assignment Judge;
- (3) Administrative Office of the Courts.

**§ 12C-4. Director of Recreation, Special Needs Program.**

The responsibilities, duties and job description for the position of Director of Recreation, Special Needs Program are as follows:

- A. Description of duties. Supervise the effectiveness and efficiency of the overall therapeutic delivery of programs and services for individuals with special needs. Implement a systematic process that utilizes recreation and other activity interventions that are based upon the assessed needs of individuals with special needs and/or disabling conditions. Assist in implementing recreational therapy ideas and concepts to improve or maintain physical, cognitive, social emotional and spiritual functioning in order to facilitate full participation in life.

Plan, promote, develop, and supervise a community-wide recreation program specifically designed to provide safe recreation activities for physically and/or mentally handicapped individuals.

- B. Responsibilities and examples of work.

- (1) Meet with and inform the Recreation Commission, Disabilities Board, Meadowedge Committee and Township Committee concerning the feasibility of implementing a new program at least six to nine (6-9) months before start up;
- (2) Coordinate with BPWD concern maintenance and repair of all the buildings and facilities that are used for special needs program as it relates to ADA regulations;
- (3) Advertise, interview, hire and supervise all staff for all Special Needs Programs;
- (4) Incorporate all new staff for special needs program as it relates to ADA regulations;
- (5) Purchasing agent for all materials, supplies and programs;
- (6) Review all participant detailed registration forms and address any concerns;

- (7) Oversee initial meetings with participants and guardians in order to address any questions or concerns;
- (8) Oversee the implementation of professional advice and assistance;
- (9) Ensure staff prepares monthly newsletters, press releases, plan field trips and advertise inclusive community activities;
- (10) Incorporate annual budget requirement to existing budget for programs designed for individuals with special needs;
- (11) Manage all accounting and accountability of funds from fundraising from corporate and private donations generated by special needs activities;
- (12) Maintain personnel records and files on all staff members and volunteers;
- (13) Supervise relationships established by special needs staff with associations, general public, and volunteers to ensure a cohesive working environment;
- (14) Conduct staff meetings weekly, monthly, or as needed;
- (15) Maintain professional certifications by attending workshops, continuing education classes, and seminars/conferences;
- (16) Supervise the Assistant Director of Recreation in their recommendations and implementations of the Disability Advisory Board meetings;
- (17) Oversee the effectiveness and efficiency to the over all therapeutic delivery of recreation programs and services;
- (18) Provide information and assistance to public both in person and by phone, regarding services;

- (19) Ensure that all recreation activities for individuals with disabilities are advertised on a timely basis;
- (20) Report to the Township Administrator orally or in writing on groups or individuals, plans, and problems. Recommends action and carries out policy;
- (21) Assist with special events within the Recreation Department as directed.

C. Skills, knowledge and abilities.

- (1) Ability to work with adults and children on a professional basis with physical, mental or developmental disabilities;
- (2) Ability to deliver therapeutic recreational services;
- (3) Knowledge of specialized skills that enhance recreational experiences for the community;
- (4) Ability to effectively communicate orally and written with various individuals and organizations;
- (5) Ability to apply a program to meet learning needs and limitations of those being taught;
- (6) Satisfactory completion and certification in CPR and First Aid;
- (7) Knowledge of the methods used to plan, promote, develop and supervise a recreation program for individuals with special needs;
- (8) Knowledge of problems encountered in planning, promoting, developing, and supervising a recreation program for individuals with special needs;
- (9) Ability to organize, develop, and coordinate recreation programs for individuals with special needs;

- (10) Ability to enlist the interest of concerned individuals and encourage their participation in an organized program;
- (11) Ability to maintain cooperative working relationships with associates, the general public, and volunteers;
- (12) Satisfactory completion and certification in CPR and First Aid.

D. Education requirements.

- (1) Graduation from an accredited college or university with a Bachelors degree in education, special education, recreational therapy, occupational therapy, or other related field that enhances recreation;
- (2) Minimum of one (1) year experience working with the individuals with special needs.

E. Supervision.

- (1) Work with minimal supervision, following established office and township procedures and practices. Refers questions/problems to Township Administrator or Township Committee.

**§ 12C-5. Safety Officer.**

The responsibilities, duties and job description for the position of Safety Officer are as follows:

- A. Description of duties. Prepare safety lectures, seminars and classes to assist the Township with safety issues and assist in minimizing and decreasing the Township's liability insurance expenses.
- B. The safety responsibilities and examples of work.
  - (1) Prepare safety seminars for assistance to township employees;



- (2) Assist the Township Administrator and the Safety Coordinator with regard to preparation of safety manuals, videos, etc.

C. Skills, knowledge and abilities.

- (1) Possess at least five (5) years of experience with sanitary sewer and/or water facility activities;
- (2) Knowledge of construction methods and plans;
- (3) Ability to effectively communicate orally and in writing with various individuals, including township employees;
- (4) Ability to maintain a cooperative working relationship in conjunction with safety counseling.

D. Educational requirements.

- (1) Graduation from an accredited college or university with a Bachelor's degree;
- (2) Minimum of five (5) years experience working in the construction related field;
- (3) At least five (5) years experience in the water and sanitary sewer industry.

E. Supervision.

- (1) Report to Township Administrator.