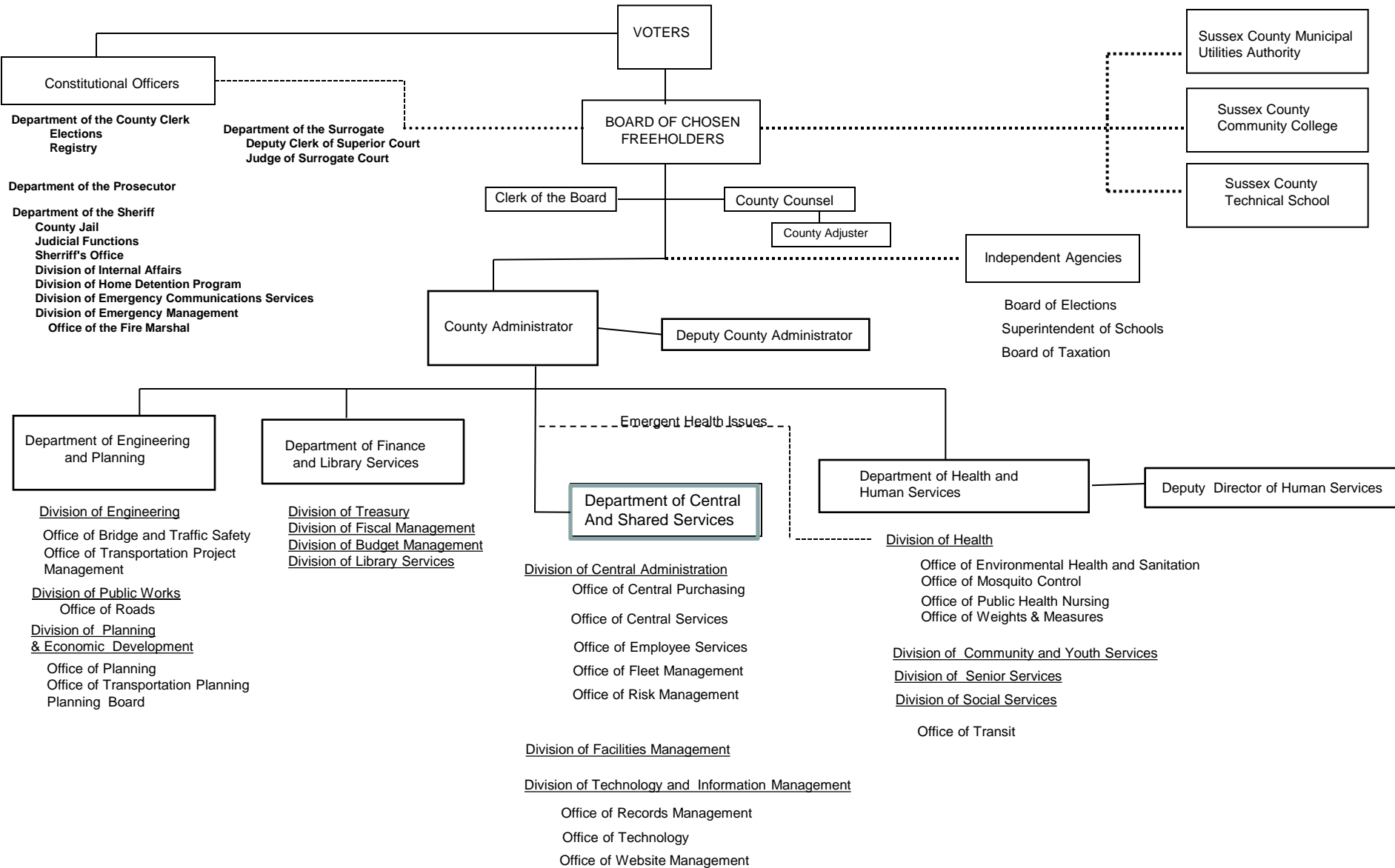


County of Sussex – Table of Organization



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ADMINISTRATIVE CODE (2019)**

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ARTICLE 1

SHORT TITLE, DEFINITIONS AND CONSTRUCTION

SECTION 1.1 SHORT TITLE

This Code shall be known and may be referred to as the "Sussex County Administrative Code (2016)."

SECTION 1.2 DEFINITIONS

For the purpose of this Code and in the interpretation and application of all other resolutions and ordinances heretofore or hereafter adopted by the County, except as the context may otherwise require:

- (A) "Advice and Consent" shall mean communicating regarding an action with all members of the Board and thereafter acting pursuant to the direction of a majority of the whole.
- (B) "Board" shall mean the Board of Chosen Freeholders.
- (C) "Code" shall mean the Sussex County Administrative Code (2016) as amended or supplemented.
- (D) "County" shall mean the County of Sussex, State of New Jersey.
- (E) "County Administrator" shall mean the officer by that title duly appointed by the Sussex County Board of Chosen Freeholders and serving pursuant to the Code.
- (F) "Day" shall mean a calendar day unless otherwise specifically provided.
- (G) "Department" shall mean an organizational unit or group of organizational units of the County government, established or designated as a department by the Code.
- (H) "Department Administrator" (County Department Head) shall mean the

administrative head of a department, regardless of his title.

- (I) "Division" shall mean a sub-organizational unit or group of organizational units of a Department of the County Government established by or designated as a Division by the Code. The head of a Division shall be known as a "Director" (County Division Head).
- (J) "Month" shall mean a calendar month unless otherwise specifically provided.
- (K) "Office" shall mean a sub-organizational unit or group of organizational units of a Division of the County Government established or designated as an office by the Code.
- (L) "Ordinance" shall mean and include any act or regulation of the Board (except an expense or capital budget) required to be reduced to writing, published after introduction, and considered for final passage.
- (M) "Person" shall mean any corporation, firm, partnership, association, organization or other entity, recognized by the State of New Jersey as a person, as well as an individual.
- (N) "Resolution" shall mean and include any act or regulation of the Board, required to be reduced to writing but which may be finally passed at the meeting at which it is introduced.
- (O) "Vacancy" shall mean the inability to serve in a position due to a prolonged absence, a medical condition or a physical or mental disability.
- (P) "Year" shall mean a calendar year unless otherwise specifically provided.

NOTE: The masculine gender includes the feminine and neuter.

SECTION 1.3 LEGISLATIVE INTENT: SEPARATION OF POWERS

- (A) It is the intent of the Board in enacting the Code to exercise fully, according to its terms, the powers delegated by law to organize and reorganize County government, and the provisions of the Code shall be construed liberally to that end.
- (B) Nothing in the Code shall be construed as intending to impair, diminish or encroach upon the powers and duties of municipalities or other units of government under the laws of the State of New Jersey.
- (C) The Code shall be interpreted and administered so as to maintain the separation of legislative and administrative powers as provided herein.

SECTION 1.4 AMENDMENTS AND CORRECTIONS

The procedure for the abolishment or passage of amendments to this Code shall be as follows:

- (A) every amendment, after being introduced and having passed a first reading, which first reading may be by title, shall be published at least once in the manner provided herein, together with a notice of the introduction thereof and the time and place when and where it will be further considered for final passage;
- (B) at the time and place so stated in such publication, or at any time and place to which the meeting for the further consideration of the amendment shall from time to time be adjourned, all persons interested shall be given an opportunity to be heard concerning the amendment. Final passage thereof shall be at least ten (10) days from the date of first reading;

- (C) upon the opening of the hearing, the amendment shall be given a second reading, which reading may be by title, and thereafter, it shall be adopted only if approved by a majority of the whole number of the Board. Prior to the said second reading, a copy of the amendment shall be posted on the bulletin board or other place upon which public notices are customarily posted in the building in which the Board regularly meets, and copies of the amendment shall be made available to members of the general public who shall request such copies at the statutory allowable cost (N.J.S.A. 40:41A-101);
- (D) upon passage, every amendment, or its title, together with notice of the date of passage or approval, or both, shall be published at least once in the manner provided herein;
- (E) no amendment shall take effect less than twenty (20) days after its final passage by the Board and publication as provided herein;
- (F) whenever notice by publication is required under this Code the Clerk of the Board of Chosen Freeholders shall cause all such notices to be published once in a newspaper, unless otherwise required by law, qualified by law and designated by majority vote of the Board of Chosen Freeholders to publish the County's legal notices;
- (G) one certified copy of the full text of the Amendment shall be filed with the Clerk of each municipality within the County not later than 10 days after the date of final passage.

Notwithstanding the foregoing, corrections to this Code, including typographical, grammatical and spelling errors, as well as corrections to conform its language and

substance to applicable laws, regulations and rules, may be made by Resolution of the Board.

Annually, the Administrator and County Counsel shall facilitate the process of determining whether corrections or amendments to this Code are required or requested and shall report to the Board accordingly.

ARTICLE 2

THE BOARD OF CHOSEN FREEHOLDERS

SECTION 2.1 COUNTY DEPARTMENTS AND DIVISIONS

The County recognizes the following as Departments, Divisions and Offices within County government:

The Board of Chosen Freeholders

The Clerk of the Board

**The County Counsel
The County Adjuster**

The County Administrator

The Department of Central and Shared Services

Division of Central Administration

Office of Central Purchasing

Office of Central Services

Office of Employee Services

Office of Fleet Management

Office of Risk Management

Division of Facilities Management

Division of Technology and Information Management

Office of Records Management

Office of Technology

Office of Website Management

The Department of Engineering and Planning

Division of Engineering

Office of Bridge and Traffic Safety

Office of Transportation Project Management

Division of Public Works Office of Roads

Division of Planning and Economic Development

Office of Planning

Office of Transportation Planning

Planning Board

The Department of Health and Human Services

Division of Health

Office of Environmental Health and Sanitation

Office of Mosquito Control

Office of Public Health Nursing

Office of Weights and Measures

Division of Community and Youth Services

Division of Senior Services

Division of Social Services Office of Transit

The Department of Finance and Library Services

Division of Treasury

Division of Fiscal Management

Division of Budget Management

Division of Library Services

Independent Boards, Agencies and Offices

The Board of Elections

The Board of Taxation

The Superintendent of Schools

Sussex County Community College and Board of School Estimate

Sussex County Technical School and Board of School Estimate

Sussex County Municipal Utilities Authority

Uniform Construction Code Board of Appeals

Lake Hopatcong Commission

Lake Musconetcong Regional Planning Board

Rutgers Cooperative Extension Service

Mental Health Board

Constitutional Officers

The Department of the Sheriff

County Jail

Judicial Functions

Sheriff's Office

Division of Internal Affairs

Division of Home Detention Program

Division of Emergency Management

Office of the Fire Marshal

**The Department of the County Clerk
Elections
Registry**

The Department of the Prosecutor

**The Department of the Surrogate
Deputy Clerk of Superior Court
Judge of Surrogate Court**

SECTION 2.2 LEGISLATIVE POWER

The legislative policy making and investigative powers of County government shall be vested in the Board. Inclusive of and in addition to the said powers, the Board shall have the power to:

- (A) adopt and amend an Administrative Code organizing the administration of County government, setting forth the duties, responsibilities and powers of all County officials and agencies, and the manner of performance needed;
- (B) conduct such investigations as are germane to the exercise of its legislative and budgetary powers under the Code and as otherwise authorized by law, including power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant evidence as is provided in this Code, in the County and Municipal Investigations Law (N.J.S.A. 2A:67A-1 et seq.) and in other general law;
- (C) designate which of the Board's staff shall be responsible for processing funding requests by the Board and its staff for submission and prompt payment by the Division of Treasury;
- (D) order cessation of expenditures in any appropriation it has approved for any

- agency, or for any grant to any non-governmental agency if it is apparent to the Board that funds are not being used for the purposes authorized or are being misused, or if the possibility of over-expenditure exists;
- (E) appoint such temporary advisory boards, task forces and groups of citizens as the Board from time to time may feel necessary to advise it in setting the legislative policies of the County government;
 - (F) retain and employ such professional and clerical staff, consultants and interns as may be necessary to assist the Board in the proper performance of the responsibilities imposed on it by law or under this Code;
 - (G) approve or disapprove site plans and subdivisions on appeal from the Planning Board;
 - (H) designate authorized depositories for all funds of the County;
 - (I) designate authorized check signers for all bank accounts maintained by the County;
 - (J) Create a Capital Projects Committee to work with the Department Administrators of the Departments of Administration and Finance, Engineering and Planning, Health and Human Services, along with the Division of Facilities Management to prepare a Capital Program for improvements of the County's roads and bridges, facilities, technology, infrastructure and any other improvements necessary for the good and well-being of the County.

SECTION 2.3 VACANCY

A vacancy in the office of Freeholder shall be filled pursuant to N.J.S.A. 40:41A-145.1.

SECTION 2.4 ORGANIZATION

The Board shall organize within the first week of January in each year.

SECTION 2.5 PRESIDING OFFICER

At its organizational meeting the Board shall elect, from among its members, a Director and a Deputy Director. Each shall serve for a term of one (1) year or until the election and qualification of his successor. Election shall be by majority vote of the whole number of members of the Board. The Director shall preside over all meetings of the Board and appoint members to all committees of the Board with the advice and consent of the Board. The Director shall make all liaison appointments from the members of the Board. In the absence or inability to serve of the Director, the Deputy Director shall act in his place and stead. In the absence or inability to serve of both the Director and Deputy Director, the Board shall elect from among its members a Director pro-tempore for the meeting to serve only so long as both the Director and Deputy Director are absent or unable to serve.

SECTION 2.6 REGULAR AND SPECIAL MEETINGS

- (A) Regular meetings of the Board shall be determined at the Annual Reorganizational Meeting.
- (B) The Director may, and upon written request of a majority of the members of the Board, call a Special Meeting of the Board. In the call, he shall designate the purpose of the special meeting and no other business shall be considered at such meeting. Notice of said meeting shall be pursuant to N.J.S.A. 10:4-6, et seq.

SECTION 2.7 PUBLIC MEETINGS

All meetings of the Board shall be governed by N.J.S.A. 10:4-6 et seq. (Open Public Meetings Act). All reports, communications, resolutions, contract documents, or other matters to be submitted to the Board shall be delivered to the Clerk of the Board whereupon the Clerk shall furnish a copy thereof to each member of the Board, the Administrator of the County, and County Counsel as far in advance of the meeting as time for preparation will permit.

SECTION 2.8 RULES OF PROCEDURE

In addition to such rules of procedure as may be set forth in By-Laws adopted by Resolution of the Board, the following rules of procedure shall apply:

- (A) Presiding Officer: The Director, and in his absence the Deputy Director, shall take the chair at the hour appointed for the meeting, and shall immediately call the Board to order. In the absence of the Director and the Deputy Director, the Clerk shall call the Board to order and shall determine whether a quorum is present. In the event a quorum is present, the Clerk shall call for the election of a Director pro-tempore, elected by a majority of those present. Upon the appearance of the Director or Deputy Director, the Director pro-tempore shall forthwith relinquish the chair upon the conclusion of the business immediately before the Board, and when the Deputy Director is presiding, he shall likewise relinquish the chair upon the appearance of the Director.
- (B) Roll Call: At the beginning of each meeting of the Board, the Clerk of the Board shall call the roll of the members in alphabetical order, and the names of those

present shall be entered in the minutes. If any member appears after the roll call, the Clerk shall enter in the minutes the time of attendance of such member. Also, if a member leaves before the meeting is over, the Clerk shall enter in the minutes the time that the member leaves the meeting.

(C) Quorum: A majority of the whole number of members of the Board shall constitute a quorum. Should no quorum attend within thirty (30) minutes after the hour appointed for the meeting of the Board, the person presiding may thereupon adjourn the meeting until the next available date making allowance for the required notice pursuant to law. The names of the members present and their action at such meeting shall be recorded in the minutes by the Clerk.

(D) Order of Business: At each regular meeting of the Board the order of business shall include the following:

- (1) Call to order by Freeholder Director
- (2) The Clerk of the Board shall call the roll
- (3) Moment of silent prayer, Pledge of Allegiance
- (4) Public Statement
- (5) Public Hearings
- (6) Proclamations/Certificates/Presentations
- (7) Public Session from the floor
- (8) Approval of Consent Agenda
- (9) Approval of the summary of the minutes of the previous meeting, which need not be read at length if they have been made available to members at least 24 hours before the meeting
- (10) Appointments/Resignations
- (11) Resolutions
- (12) Awards of Contracts/Change Orders/Bids
- (13) Financial
- (14) Personnel
- (15) Administrator's Report
- (16) County Counsel's Report

- (17) Unfinished Business
 - (18) New Business
 - (19) Public Session from the Floor
 - (20) Freeholders' Comments
 - (21) Executive Session
 - (22) Reminders
 - (23) Adjournment
- (E) Rules of Order: The procedure for the conduct of the business of the Board shall be governed by Robert's Rules of Order Newly Revised (11th Edition), except as otherwise provided by the Code.
- (F) The Director or such other member of the Board as may be presiding may move, second and debate from the chair and no member shall be deprived of any of the rights and privileges of a member of the Board by reason of his being the presiding officer.
- (G) Minutes: The Clerk of the Board shall keep minutes of all meetings. The minute records generally shall contain the roll call and every formal action of the Board, whether such action is presented by motion, resolution or ordinance. The Clerk shall include in the minutes the substance of other matters coming before the Board.

SECTION 2.9 CLERK

- (A) The Clerk of the Board shall:
- (1) be appointed by the Board pursuant to N.J.S.A. 40A:9-26 to serve for a term of three (3) years;
 - (2) have and exercise all the powers and duties now or hereafter conferred on him by the Code or other applicable laws or acts of the New Jersey Legislature and also such duties as may from time to time be assigned to him by the Board;

- (3) prepare agendas for all Board meetings and forward copies of all pertinent materials in advance of each meeting to each Freeholder, Freeholder-elect, County Administrator and County Counsel;
- (4) in serving as recording secretary to the Board, attend all meetings of the Board, and record all ordinances and resolutions adopted by the Board and at the close of each year, with the advice and assistance of County Counsel, compile or codify true copies of all the ordinances and resolutions adopted during that year, properly indexed. He shall cause such copies thereof to be printed as the County governing body may require.

A copy of the codified ordinances and resolutions shall be transmitted to each municipality within the County, upon request and without charge, and to any member of the general public upon request and at cost;

- (5) attest to all ordinances and resolutions as being duly adopted;
- (6) have custody of all records of the Board;
- (7) retain copies of all formal contracts in which the County is a party;
- (8) retain all official surety bonds furnished by any County officer or employee;
- (9) have custody of the County Seal and affix the seal to such documents as may require it;
- (10) receive on behalf of the Board copies of all personnel actions taken by the Administrator;
- (11) provide for the mailing of all notices and copies of documents to

municipalities as required by law;

- (12) publish any legal notices required in connection with actions taken by the Board.

(B) Deputy Clerk

There may be a Deputy Clerk of the Board of Chosen Freeholders appointed by the Clerk of the Board with the advice and consent of the Board. The Deputy Clerk shall be responsible to the Clerk of the Board. The Deputy Clerk shall by education, experience and ability be qualified to perform the duties established for the position. The Deputy Clerk need not be a resident of the County at the time of appointment, but during tenure may live outside the County only with the permission of the Board. The Deputy Clerk will:

- (1) under the direction and supervision of the Clerk of the Board, perform whatever supervisory and administrative duties the Clerk of the Board deems necessary and proper;
- (2) be available to serve in the place and stead of the Clerk of the Board during the temporary absence or disability of the Clerk.

SECTION 2.10 COUNTY COUNSEL

The County Counsel shall be appointed by the Board and shall serve for a term of three (3) years, pursuant to N.J.S.A. 40A:9-43.

Duties - County Counsel shall be the chief legal advisor to the Board and the Constitutional Officers. He shall be the attorney of record in all civil proceedings where the County, the Board or any Constitutional Officer is a party. County Counsel shall:

- (A) advise the Board and all County agencies and advise the Constitutional Officers when requested to do so;
- (B) approve the legal form and sufficiency of all contracts, deeds and other documents and prepare all ordinances and resolutions requested by the Board;
- (C) represent the Board and the agencies under the Board's jurisdiction in all litigation, appeals, proceedings before the administrative agencies and recommend settlement in any matter where he feels it appropriate;
- (D) maintain records of all actions, suits and proceedings relating to the County's interest and submit reports to the Board on such matters on request;
- (E) represent the Constitutional Officers in all legal matters related to their official duties;
- (F) render advisory opinions requested by the Board;
- (G) within the County Counsel's office, the Board shall appoint a County Adjuster pursuant to N.J.S.A. 30:4-34;
- (H) there may be appointed in the County Counsel's office Assistant County Counsels who shall be recommended by the County Counsel and appointed by the Board. County Counsel may appoint, subject to the approval of the Board, such assistants or special counsels, as are necessary and within the allocation of the County budget as approved and adopted. All of the Counsels shall have been duly admitted to practice law in New Jersey;
- (I) the County Counsel shall be permitted to conduct private law practices.

SECTION 2.11 RESOLUTIONS

A resolution in writing may be introduced by any member of the Board at any meeting, in the proper order of business, pursuant to the Open Public Meetings Act. Where possible it shall be duplicated and distributed to members of the Board prior to the meeting. It shall be thereupon read by title by the Freeholder Director or by the Clerk of the Board. A motion to adopt the resolution shall then be in order, and upon it being duly seconded, the motion shall be open to debate and acted upon.

SECTION 2.12 ORDINANCES

- (A) Ordinances shall set forth the statutory authority for proceeding by ordinance and the statutory or other authority for the proposed action by the Board. Ordinances shall be drafted and approved as to form and legality by County Counsel. Each ordinance shall be prepared in writing, duplicated and distributed to the members of the Board at least forty-eight (48) hours before the Board meeting at which it may be considered.
- (B) An ordinance may be introduced by any member of the Board. After passage on first reading, which reading may be by title, it shall be published. A copy of the proposed Ordinance shall also be sent by regular mail to the Clerk of each municipality in the County not less than one (1) week prior to the date of hearing on second reading. Prior to the second reading, a copy of the ordinance shall be posted on the bulletin board or other place upon which public notices are customarily posted in the building in which the Board regularly meets, and copies of the ordinance shall be made available to the general public upon request at

the statutory allowable cost.

- (C) A public hearing shall be held on the proposed ordinance in the manner provided by New Jersey Statute and this Code, at which time all persons interested shall be given an opportunity to be heard concerning the ordinance. Upon the opening of the hearing, the ordinance shall be given a second reading, which reading may be by title and thereafter, it may be passed by a majority of the whole number of the Board, with or without amendments, or rejected. If any amendment be adopted altering the proposed ordinance, the ordinance as so amended may only be finally adopted, if re-advertised, pursuant to N.J.S.A. 40:41A-101b(3).
- (D) Upon passage, every ordinance, or its title, together with a notice of the date of passage or approval, or both, shall be published in the manner provided by law
- (E) Effective Date - No ordinance shall take effect less than twenty (20) days after its final passage by the Board unless the Board shall adopt a resolution declaring an emergency and at least two-thirds of all members of the Board vote in favor of such resolution.

SECTION 2.13 APPOINTMENTS

- (A) With respect to the appointment by the County Administrator of members of the Sussex County Community College Board of Trustees and Trustee Search Committee, which is subject to the advice and consent of the Board, the County Administrator shall communicate to the Board in writing the name or names of his nominees for appointment. The Board shall consider the nominations and present its decision to the County Administrator at a regular meeting of the

Board.

- (B) With respect to appointments to be made by the Board, any member of the Board may nominate as many candidates as there are offices to be filled. The Board will consider such nominations and act upon same at a regular meeting of the Board. Where there is more than one office to be filled on a board, commission or other multi-membered body, the same procedure shall be followed with respect to each office separately until the total number of appointments to be made has been completed.

At the discretion of the Director, a group of nominations may be considered at once where there is no apparent division in the Board as to the nominees included in the group.

SECTION 2.14 MUNICIPAL OR REGIONAL ADVISORY COUNCILS

The Board may, by resolution, establish a municipal advisory council consisting of the mayors of all municipalities in the County and, in addition, the Board may establish regional advisory councils consisting of the mayors of neighboring municipalities or municipalities that have common interests or problems.

The Board shall meet periodically with the advisory councils to discuss County and municipal issues, County-municipal relations, coordination of operations and capital facilities development, and other subjects of mutual interest in order to provide closer County-Municipal liaison and cooperation.

ARTICLE 3

ORGANIZATION AND ADMINISTRATION GENERALLY

THE COUNTY ADMINISTRATOR

SECTION 3.1 QUALIFICATIONS; APPOINTMENT; TERM

The County Administrator shall be qualified by administrative and executive experience and ability to serve as the Chief Executive of the County. He shall be appointed by a majority vote of the whole Board pursuant to N.J.S.A. 40A:9-42. At the time of his appointment, the Administrator need not be a resident of the County, but after his appointment he may reside outside the County only with permission of the Board expressed by Resolution.

SECTION 3.2 VACANCY; ACTING COUNTY ADMINISTRATOR

- (A) The office of County Administrator shall be deemed vacant if the incumbent moves his residence from the County without Board permission or as otherwise defined in this Code. Any vacancy in the office of the County Administrator shall be filled by a majority vote of the whole Board.
- (B) During a vacancy in the office of County Administrator, the Board may appoint any Department Administrator to serve as Acting County Administrator until a successor has been appointed.

SECTION 3.3 EXECUTIVE POWERS GENERALLY

The County Administrator in the exercise of the executive powers of the County:

- (A) shall supervise, direct and manage all County administrative departments;
- (B) may require reports and examine the accounts, records and operations of any

department, division or agency of County government;

- (C) may, at his discretion, order any department, division or agency under his jurisdiction as specified in the Code to undertake any task for any other agency on a temporary basis if he deems it necessary for proper and efficient administration.

SECTION 3.4 EXECUTIVE DUTIES GENERALLY

The County Administrator shall:

- (A) oversee the work of County departments subject to the Code, and shall review their administration and operation and make recommendations to them and/or the Board;
- (B) supervise the care and custody of all County property, institutions and agencies;
- (C) assure that all terms and conditions legally imposed upon the County by any statute, contract or directive, are faithfully kept and performed;
- (D) resolve all disputes between Department Administrators (County Department Heads) and all disputes between a Department Administrator (County Department Head) and a Division Director (County Division Head);
- (E) have good oral and written communications skills;
- (F) recommend to the Board of Chosen Freeholders where new initiatives are needed to assure effective delivery of County services, and recommend disbanding or merging offices so efficiencies can be achieved;
- (G) lead, manage and ensure effective and efficient delivery of County services.

SECTION 3.5 POWERS AND DUTIES IN RELATION TO THE BOARD

The County Administrator shall be present at all Board meetings and participate in all deliberations without the right to vote, and shall:

- (A) recommend to the Board whatever action or programs he deems necessary for the improvement of the County and the welfare of its residents;
- (B) establish the schedules and procedures to be followed by all County departments, offices and agencies in connection with the budget preparation;
- (C) review, analyze and forecast trends of County services and finances and programs of all boards, commissions, agencies and other County bodies, and report and recommend thereon to the Board;
- (D) negotiate contracts for the County subject to Board approval and review by County Counsel;
- (E) make recommendations concerning the nature and location of County improvements and execute improvements determined by the Board to be necessary.

SECTION 3.6 APPOINTMENTS AND REMOVALS

The County Administrator shall:

- (A) with the advice and consent of the Board, appoint Department Heads, the manner of whose appointment is not otherwise prescribed in the Code or by New Jersey Statute;
- (B) remove any officer in the unclassified service of the County over whose office he has power of appointment in accordance with County policy;

- (C) suspend or discipline, at his discretion, any officer in the unclassified service of the County over whose office he has power of appointment;
- (D) be the appointing authority as per N.J.S.A. 40A:9-9.

SECTION 3.7 DELEGATION OF APPOINTMENT AND REMOVAL POWER

With the advice and consent of the Board, the County Administrator may delegate to Department Administrators the power of appointment and removal of their departmental employees, subject to State of New Jersey Civil Service Commission provisions. Any such delegation shall be in writing and shall be promptly filed with the Clerk of the Board.

SECTION 3.8 DEPARTMENTAL ORGANIZATION

The administrative functions, powers and duties of the County government shall be allocated and assigned among and within the departments established by the Code, and as required by law with respect to the County officers established under the Constitution of the State of New Jersey. Each department shall be headed by a single executive, to be known as a Department Administrator (County Department Head), to be appointed and subject to removal as provided herein.

SECTION 3.9 DEPARTMENT ADMINISTRATORS: QUALIFICATIONS AND TERMS OF OFFICE

Each Department Administrator (County Department Head) shall be qualified by training and experience for the duties of his office. Department Administrators shall be appointed by the County Administrator with the advice and consent of the Board unless otherwise required by New Jersey Statute or this Administrative Code. Any Department

Administrator, except those required to be appointed by New Jersey Statute for a term of years, may be removed by the County Administrator after providing forty-eight (48) hours written notice of the intention to remove to the Board and to the employee. If approved by the Board, after a hearing, if requested, pursuant to the Open Public Meetings Act, the effective date of termination shall be determined by the Board.

SECTION 3.10 COLLECTIVE BARGAINING

The County Administrator shall be the representative of the County government for collective bargaining with employees. He may, from time to time with the advice and consent of the Board, designate one or more non-represented individuals of County government to serve with him or in his place and stead in collective bargaining negotiations. He shall keep the Board informed of the progress of negotiations and shall be guided in such negotiations by such broad policy outlines as the Board may determine.

SECTION 3.11 ADMINISTRATIVE RULES AND REGULATIONS

Subject to the Code and with the approval of the County Administrator, the administrator of each department may make, promulgate and enforce rules and regulations governing the care, use and custody of County property under his jurisdiction, the rendering of services by his department, and the conduct and discipline of employees in his department consistent with personnel policies and union contracts.

SECTION 3.12 THE DEPUTY COUNTY ADMINISTRATOR

A Deputy County Administrator may be appointed by the County Administrator with the advice and consent of the Board. The Deputy County Administrator shall be

responsible to the County Administrator. The Deputy County Administrator shall by education, experience and ability be qualified to perform the duties established for the position. The Deputy County Administrator need not be a resident of the County at the time of appointment, but during tenure may live outside the County only with the permission of the Board. The Deputy County Administrator will:

- (A) under the direction and supervision of the County Administrator, assist in the orderly and efficient administration of the County, performing whatever supervisory or administrative duties the County Administrator deems necessary and proper;
- (B) may serve as the head of one or more County departments as determined by the County Administrator with the advice and consent of the Board;
- (C) be available to serve as Acting County Administrator during the temporary absence or disability of the County Administrator.

ARTICLE 4

ADMINISTRATIVE ORGANIZATION OF THE COUNTY

SECTION 4.1 DEPARTMENTAL ORGANIZATION

The County government shall be organized into the following departmental groupings:

- (A) Department of Central and Shared Services
- (B) Department of Engineering and Planning
- (C) Department of Health and Human Services
- (D) Department of Finance and Library Services
- (E) Independent Agencies and Boards
- (F) Constitutional Officers:
 - (1) County Clerk
 - (2) Prosecutor
 - (3) Sheriff
 - (4) Surrogate

SECTION 4.2 POWERS AND DUTIES OF DEPARTMENT ADMINISTRATORS

Department Administrators (County Department Heads) shall be appointed by the County Administrator with the advice and consent of the Board, except those whose manner of appointment or election to office is specified by statutory law or this Code. A Department Administrator may serve simultaneously in a subordinate position within his department, as may any other employee, without additional compensation. Under the direction and supervision of the County Administrator and subject to the approval of the Board, each Department Administrator shall:

- (A) direct and supervise the work of the department and its employees through such divisions and offices as may be established;

- (B) assign functions, powers, and duties of subordinate officers and employees within the department and modify such assignments as necessary, subject to the limitations of the State of New Jersey Civil Service Commission;
- (C) delegate to Division Directors (County Division Heads) such powers and authority as he may deem necessary for the efficient administration of the department;
- (D) report as directed by the Administrator on the activities and accomplishments of the department;
- (E) implement such procedures and regulations as may be established by the County Administrator or the Board for the proper administration of County affairs.

ARTICLE 5

DEPARTMENT OF CENTRAL AND SHARED SERVICES

SECTION 5.1 DEPARTMENT GENERALLY

There is hereby established the Department of Central and Shared Services. The Department Administrator (County Department Head) shall be appointed by the County Administrator with the advice and consent of the Board. The Department shall consist of the following divisions and offices.

SECTION 5.2 DIVISION OF CENTRAL ADMINISTRATION

The Director of the Division of Central Administration (County Division Head) shall be appointed by the Department Administrator with the approval of the County Administrator. The Director of the Division shall perform the duties as may be assigned from time to time by the Department Administrator, the County Administrator or the Board of Chosen Freeholders.

SECTION 5.2a OFFICE OF CENTRAL PURCHASING

The Office of Central Purchasing shall be administered by the Purchasing Agent, who shall be appointed pursuant to N.J.S.A. 40A:9-30, and who shall be a Qualified Purchasing Agent pursuant to N.J.S.A. 40A:11-9. The Purchasing Agent shall perform those duties as specified in N.J.S.A. 40A:9-30 and shall make purchases, execute contracts and perform such functions and duties as may be required and necessary, subject to directions of the Board. The Office shall:

- (A) establish, maintain and operate, in accordance with regulations prescribed by the Board and by the Local Public Contracts Law, a centralized purchasing system

- for the procurement, storage and distribution of supplies, materials and equipment required by all County departments and budgeted agencies;
- (B) be responsible for the collection, sale and disposal of surplus property;
 - (C) develop and install a comprehensive inventory and control system for all equipment.

SECTION 5.2b OFFICE OF CENTRAL SERVICES

The Office of Central Services shall be headed by the Director of the Division of Central Administration and shall:

- (A) operate and maintain a central mail room which shall be responsible for all external mailings as well as the distribution of all incoming, outgoing and inter-office mail of the County.
- (B) Coordinate the creation and reproduction of County forms, letterheads, documents and informational products.

SECTION 5.2c OFFICE OF EMPLOYEE SERVICES

The Office of Employee Services shall be headed by the Director of the Division of Central Administration and shall:

- (A) perform all the duties consistent with the personnel procedures, including:
 - (1) developing and administering the County's personnel program, including job classification and pay plans, active recruitment of needed personnel and in-service training programs;
 - (2) maintaining personnel records for each County employee, including the education, training and experience of the employee, any professional or

- trade licenses held, all personnel actions taken with respect to the employee, including compensation, civil service and pension status and such other pertinent information as the County Administrator may require;
- (3) administering an orderly procedure for the consideration, review and adjustment of employee personnel problems;
 - (4) reviewing and reporting to the County Administrator on proposed appointments, promotions, transfers and discharges;
 - (5) studying present and projected future labor market trends and wage levels, and conduct comparisons of salaries paid to like titles in other counties and municipalities;
 - (6) ensuring that equal employment opportunities throughout is an ongoing activity. There shall be included in the Office of Employee Services the position of Equal Employment Opportunity Officer to be designated by the County Administrator. The Equal Employment Opportunity Officer shall be directly responsible to the County Administrator in all matters relating to affirmative action;
 - (7) providing assistance in collective bargaining for the County as requested by the County Administrator;
 - (8) processing all claims having to do with Workmen's Compensation and time-loss management and preparing appropriate reports for County, State, and Federal agencies;
 - (9) administering all employee benefits, including negotiated and those administered by State agencies.

SECTION 5.2d OFFICE OF FLEET MANAGEMENT

The Office of Fleet Management shall:

- (A) provide for the maintenance and repair of all County-owned vehicles and specialized equipment;
- (B) keep records for maintenance, registration, licensing and insurance purposes;
- (C) provide for the purchase of all vehicles, parts, supplies and services and the disposal of older units;
- (D) monitor, inspect and evaluate the condition and use of County vehicles according to current vehicle policies and the annual Vehicle Allocation Plan;
- (E) provide a motor pool of vehicles for general use in performing County business;
- (F) establish appropriate procedures to implement the County Vehicle Policy and Vehicle Allocation Plan;
- (G) provide recommendations for the replacement of County vehicles.

SECTION 5.2e OFFICE OF RISK MANAGEMENT

The Office of Risk Management shall be headed by the Director of the Division of Central Administration and shall:

- (A) coordinate and implement employee safety programs;
- (B) ensure County complies with all PEOSHA requirements and regulations;
- (C) coordinate all employee safety training and inspection programs;
- (D) facilitate all Risk Management and Workers Compensation Committee meetings;
- (E) provide coordination for all Drug and Alcohol policy and testing administration.

SECTION 5.3 DIVISION OF FACILITIES MANAGEMENT

The Director of the Division of Facilities Management (County Division Head) shall be appointed by the Department Administrator, with the approval of the County Administrator. The Director of the Division shall perform the duties as may be assigned from time to time by the Department Administrator, County Administrator or the Board of Chosen Freeholders.

It will be the Division's responsibility to plan, advise, coordinate, and manage all long-term County building projects. This includes the entire project lifecycle management, from feasibility studies and cost controls to quality assurance and project management. Project development and professional service procurement will be coordinated through the Division Director or Department Administrator. It will maintain a five year facilities plan, updated annually, which is subject to approval by the Board. It will coordinate and implement a long-term Facilities Management Plan.

The Division shall be responsible for:

- (A) maintaining and repairing all County buildings, grounds, parking lots and properties;
- (B) providing custodial and janitorial services to every agency and department of the County;
- (C) providing or causing to be provided mechanical services required by any agency of the County for the safe operation of the lighting, heating, cooling, plumbing or ventilation facilities of that agency;
- (D) maintaining an inventory of required equipment and supplies as may be necessary;

- (E) establishing a building maintenance program for the County which shall be coordinated with the Director, Office of Budget Management.
- (F) develop operating and capital budgets which support the duties and responsibilities of the Division.

SECTION 5.4 DIVISION OF TECHNOLOGY AND INFORMATION MANAGEMENT

Within the Central and Shared Services, there shall be the Division of Technology and Information Management, which shall be headed by a Director of the Division (County Division Head), who shall be appointed by the Department Administrator with the approval of the County Administrator. The Division shall:

- (A) operate and maintain central facilities for data processing;
- (B) prepare reports, analyses and print-outs at the request of the Department Administrator or the County Administrator;
- (C) provide such services to other departments as shall be directed by the Department Administrator or the County Administrator;
- (D) coordinate all GIS activities within the County;
- (E) operate and maintain accurate record inventories and security and assure compliance with records retention standards;
- (F) operate and maintain facilities for information technology services and telecommunications:
- (G) handle the County's Website and keep information current.

SECTION 5.4a OFFICE OF RECORDS MANAGEMENT

The Office of Records Management shall be headed by the Records Manager under the direction of the Director of the Division and shall:

- (A) be responsible to work with each Department, Constitutional Office and County Municipality to foster an environment of continuous improvement and education that will maintain and expand the security and access to all County records.
- (B) be responsible to work within the Division of Information Management to define a comprehensive Enterprise Data Architecture and IT Infrastructure that will support a migration toward the expanded use of Electronic Document Management technologies, further increasing the security and access to all County records.
- (C) actively work with each County Department, Constitutional Office, and Municipality in the County to maintain accurate records inventories and ensure compliance with DARM Records Retention standards, regardless of data type and media format, by establishing Appropriate Standard Operating Procedures.

SECTION 5.4b OFFICE OF TECHNOLOGY

The Office of Technology shall be headed by the Director of the Division and shall:

- (A) provide consistent, reliable information technology services to the County of Sussex and its Community;
- (B) provide effective use of standard products and services to help the organization through education, training, documentation, and help desk;
- (C) operate and maintain central facilities for Data Processing and

Telecommunications.

SECTION 5.4c OFFICE OF WEBSITE MANAGEMENT

The Office of Website Management shall be headed by the Director of the Division and shall:

- (A) operate and maintain a central facility for Sussex County's Website;
- (B) provide an attractive, easy-to-use online portal that assists citizens and other interested parties in the access to and utilization of public information;
- (C) increase County operating efficiencies by providing online transactions that are available to the public.

ARTICLE 6

DEPARTMENT OF ENGINEERING AND PLANNING

SECTION 6.1 DEPARTMENT GENERALLY

There is hereby established the Department of Engineering and Planning. The Department Administrator (County Department Head) shall be appointed by the County Administrator with the advice and consent of the Board and shall be qualified by experience and training to perform the duties of this position. The Department Administrator shall oversee the functions of all Divisions and Offices within the Department.

In accordance with N.J.S.A. 40A:9-43 there shall be a County Engineer, who shall be a licensed professional engineer within the State of New Jersey with a minimum of five (5) years of progressive and responsible engineering experience. The Engineer's work shall be performed in accordance with N.J.S.A. 45:8-41 and -42. The Engineer shall:

- (A) provide engineering services for the Department of Engineering and Planning and other departments of the County;
- (B) establish, with the assistance of the Division Directors, the annual operations, maintenance and capital programs which support the duties and responsibilities of the Department;
- (C) monitor and oversee all contract work performed under control of the Department for the County certifying that payment work has been completed in conformity to contract specifications;
- (D) serve as a member of the County Planning Board;

- (E) serve as Coordinator, as well as alternate professional member, of the Sussex County Uniform Construction Code Board of Appeals established under N.J.A.C. 5:23A;
- (F) provide project development and coordination with the County Planning Board, North Jersey Transportation Planning Authority and the New Jersey Department of Transportation.

SECTION 6.2 DIVISION OF ENGINEERING

Within the Department of Engineering and Planning there is hereby established the Division of Engineering headed by the Assistant County Engineer (County Division Head). The Assistant County Engineer (County Division Head) shall be appointed by the Department Administrator with the approval of the County Administrator. The Assistant County Engineer shall be a licensed professional engineer within the State of New Jersey. In the absence of the County Engineer, the Assistant County Engineer shall assume the duties and responsibilities of the County Engineer and as Director of the Division of Engineering may be assigned by the Department Administrator to the responsibilities of overseeing one or more of the subdivisions established within the Department of Engineering and Planning. The Division of Engineering shall:

- (A) be responsible for overseeing functions of the subdivisions within the Division;
- (B) provide engineering services for the Division of Engineering and the Department of Engineering and Planning and other departments of the County as directed by the County Engineer;
- (C) provide and maintain surveys, maps, plans, specifications, and control records

- for transportation improvements undertaken by or for the benefit of the County;
- (D) as directed by the County Engineer, shall issue road opening, access (driveway), and highway occupancy permits for all construction within, access to, or occupation of the County rights-of-way;
 - (E) carry out such other duties and functions as directed by the County Engineer. In the absence of the County Engineer, the Assistant County Engineer shall assume the duties and responsibilities of the County Engineer and as Director of the Division of Engineering may be assigned by the Department Administrator to the responsibilities of overseeing one or more of the subdivisions established within the Department of Engineering and Planning;
 - (F) when assigned by the County Engineer perform technical review of all site plans and subdivisions on behalf of the County Planning Board;
 - (G) within the Division, there shall be a bridge engineering function which shall inspect, monitor, design, prioritize, program, supervise maintenance operations and replacements of County bridges and structures or other duties as directed by the Assistant County Engineer in conjunction with the County Engineer;
 - (H) within the Division of Engineering there shall be a traffic engineering function which shall be responsible for studies, traffic control plans, traffic control devices, traffic control device inspection, monitoring, prioritization, programming, maintenance operations and replacements or other duties as directed by the Assistant County Engineer, in conjunction with the County Engineer;
 - (I) within the Division of Engineering there shall be a storm water engineering function which shall be responsible for analysis and studies, design review,

compliance reporting or other duties as directed by the Assistant County Engineer, in conjunction with the County Engineer;

- (J) within the Division of Engineering there shall be a records management function which shall maintain records as needed to document compliance with the design and installation of traffic safety devices, highway and bridge design and operation;
- (K) develop operational and capital budgets which support the duties and responsibilities of the Division of Engineering.

SECTION 6.2a OFFICE OF BRIDGE AND TRAFFIC SAFETY

Within the Division of Engineering there is hereby established an Office of Bridge and Traffic Safety. Office oversight shall be by the Assistant County Engineer (County Division Head) or as delegated to an Office Manager (Supervisor) by the Assistant County Engineer with the approval of the Department Administrator. Under the direction of the Assistant County Engineer (County Division Head), the Office shall be responsible for the following:

- (A) Bridge Maintenance Function:
 - (1) maintain, inspect, monitor, and repair County owned bridges.
- (B) Traffic Safety Functions:
 - (1) install, maintain, inspect, and repair such permanent signs, warning devices, traffic markers, pavement markings, and lines as may be assigned;
 - (2) fabricate traffic signs for utilization along County Routes.

- (C) Traffic Signal Functions:
 - (1) install, maintain, inspect, and repair such traffic signals, beacons, electrified amenities, and highway lighting systems as may be assigned.
- (D) Other transportation duties as may be assigned from time to time by the Department Administrator, or by the Assistant County Engineer (County Division Head) with the approval of the Department Administrator.

SECTION 6.2b OFFICE OF TRANSPORTATION PROJECT MANAGEMENT

Within the Division of Engineering there is hereby established an Office of Transportation Project Management. Office oversight shall be by the Assistant County Engineer (County Division Head) or as delegated to an Office Manager with the approval of the Department Administrator. The Office shall, under the direction of the Assistant County Engineer (County Division Head), be responsible for the following:

- (A) Management of Capital Transportation Projects as advanced by the Department/Division. Specific Management duties will be assigned by the Assistant County Engineer with the approval of the County Engineer and can include any aspect of a capital project.
- (B) Management of capital project grants as pursued and secured by the Division.
- (C) Other duties as may be assigned from time to time by the County Engineer (or Assistant County Engineer with the approval of the County Engineer).

SECTION 6.3 DIVISION OF PUBLIC WORKS

Within the Department of Engineering and Planning there is hereby established the Division of Public Works. The Director of the Division of Public Works (County Division

Head) shall be appointed by the Department Administrator with the approval of the County Administrator. The Division of Public Works shall:

- (A) be responsible for overseeing functions of the subdivisions within the Division;
- (B) be responsible for and develop operating and capital budgets that support the goals and responsibilities of the Division;
- (C) provide project development and coordination with the other subdivisions of the Department as well as other coordination as may be desired or required;
- (D) perform the duties as may be assigned from time to time by the Department Administrator.

SECTION 6.3a OFFICE OF ROADS

Within the Division of Public Works there is hereby established an Office of Roads.

Office oversight shall be by the Director of the Division of Public Works unless a County Road Supervisor is appointed by the Board pursuant to N.J.S.A. 40A:9-44, for a term of five years, in which case the Office shall, under the direction of the County Division Head, be headed by the County Road Supervisor. An Assistant County Road Supervisor may also be appointed by the Board pursuant to N.J.S.A. 27:14-24, for a term of three years, who shall be directly responsible to the County Road Supervisor. In the absence of the County Road Supervisor, the Assistant Road Supervisor would assume the duties and responsibilities of the County Road Supervisor. The Office, under the direction of the Division Head, shall:

- (A) be responsible for the maintenance and repair of all County Routes;
- (B) assist the Division of Engineering in the surfacing, resurfacing and reconstruction

- of County Routes;
- (C) be responsible for the operation, repair and installation of drainage and guide rail system within and along County Routes said work being coordinated with the Division of Engineering;
 - (D) be responsible for the management of roadside buffers including vegetation management;
 - (E) be responsible for other transportation duties as may be assigned from time to time by the Department Administrator or Division Director with the consent of the Department Administrator.

SECTION 6.4 DIVISION OF PLANNING AND ECONOMIC DEVELOPMENT

Within the Department of Engineering and Planning there is hereby established the Division of Planning and Economic Development. The Director of the Division of Planning and Economic Development (County Division Head) shall be appointed by the Department Administrator with the approval of the County Administrator. The Director may be a licensed and professional planner within the State of New Jersey. The Division of Planning and Economic Development shall:

- (A) be responsible for overseeing functions of the subdivisions within the Division;
- (B) perform the duties as may be assigned from time to time by the Department Administrator;
- (C) be responsible for and develop operating and capital budgets that support the goals and responsibilities of the Division;
- (D) provide project development and coordination with the other subdivisions of the

Department, the County Planning Board, North Jersey Transportation Planning Authority, the Sussex County Economic Development Partnership, Inc., the New Jersey Department of Transportation, as well as other coordination as may be desired or required;

- (E) ensure interconnection with regional and municipal planning efforts where it can be achieved.

SECTION 6.4a OFFICE OF PLANNING

Within the Division of Planning and Economic Development there is hereby established an Office of Planning. Office oversight shall be by the Division Director, or as delegated to an Office Manager (Supervisor) with the approval of the Department Administrator.

The Office shall be supervised by a licensed professional planner within the State of New Jersey. Should the Division Director be a licensed professional planner within the State of New Jersey the requirement for the Office to be supervised by a licensed Professional Planner may be waived. The Office, under the direction of the Division Head, shall:

- (A) when assigned by the Department Administrator, or by the Division Head with the approval of the Department Administrator, serve as the planning professional to the County Planning Board and provide development review including Site Plan/Subdivision review: (County Planning Board N.J.S.A. 40:27-1 et seq.);
- (B) manage Long Range Planning initiatives including review of applications for State and/or Federal Funding, Update of County Master Plan under N.J.S.A. 40:27-2 et seq., maintain the Sussex County Land Development Standards, and

Census information distribution;

(C) oversee, administer, and coordinate conservation, open space, and farmland preservation planning efforts including:

(1) technical assistance to be provided to the Department, Division, Board, County Administrator, Agriculture Development Board, and Open Space Committee, as well as other Sussex County Departments and other appropriate local and County agencies and entities;

(D) oversee, administer, and coordinate environmental planning efforts to include:

(1) providing for a comprehensive approach to balanced growth and continued stewardship of environmental resources through proper planning to meet the mandates of the State and Federal Permitting Programs and Regulations;

(2) providing technical assistance to the Department, Division, Board, County Administrator, Sussex County 208 Water Quality Management Policy Advisory Committee, Solid Waste Advisory Council, as well as other Sussex County Departments and other appropriate local and County agencies and entities;

(3) be responsible for Water Resources Management and Planning as required by state regulations, including assisting and coordinating the Watershed planning efforts concerning the Wallkill River Watershed and the Upper Delaware River Watershed;

(4) facilitating Wastewater Management and Planning (N.J.S.A. 7:15 et seq.) and in cooperation with the Sussex County Municipal Utilities Authority's

efforts, Solid Waste Planning, Air Quality Management, and Emergency Drought Planning;

- (E) coordinate and oversee the transportation planning element of the County Master plan;
- (F) assist in leading and guiding beneficial economic development;
- (G) perform other duties as may be assigned from time to time by the Department Administrator, or by the Division Director with the consent of the Department Administrator.

SECTION 6.4b OFFICE OF TRANSPORTATION PLANNING

Within the Division of Planning and Economic Development there is hereby established an Office of Transportation Planning that is supervised by the Division Director. The Office, shall under the Division's direction, be responsible for the following:

- (A) Sub-regional Transportation Planning:
 - (1) Implementation of the annual NJTPA Sub-regional Transportation Planning Work Program STP Program (U.S. D.O.T. 23 CFR 450);
 - (2) Special Transportation Studies – highway and transit;
 - (3) Assure that the Transportation Sub-element of the County Master Plan is revisited, revised and current;
 - (4) Coordinate transportation projects within the county.
- (B) The Office shall coordinate with the other Divisions within the Department for all transportation planning needs;
- (C) Other duties as may be assigned from time to time by the Department

Administrator, or by the Division Director with the consent of the Department Administrator.

SECTION 6.4c PLANNING BOARD

The Sussex County Planning Board is hereby established and shall perform the statutory duties of a County Planning Board in accordance with N.J.S.A. 40:27-1, including but not limited to:

- (A) The Planning Board shall consist of the Director of the Freeholder Board, and one (1) Freeholder member appointed by the Director, and one (1) Freeholder Alternate member, to be nominated by the Freeholder Board; the County Engineer, with the Assistant County Engineer to serve as their Alternate; and six (6) citizen members and two (2) alternate members to be appointed by the Director with the approval of the Freeholder Board. The citizen members shall serve for the term prescribed by law and shall perform such functions as provided by law, including, but not limited to, the review of subdivisions and site plans;
- (B) Prepare, adopt, and maintain a County Master Plan per N.J.S.A. 40:27-2;
- (C) Review and Approval of all subdivisions of land and site plans per N.J.S.A. 40:27-6;
- (D) The Sussex County Planning Board shall be represented by an Attorney at Law of the State of New Jersey chosen at the direction of the Sussex County Board of Chosen Freeholders;
- (E) Development review staff within the Department of Engineering and Planning, or

professionals obtained to support the Department, shall provide technical assistance to the Planning Board and shall be under the direction of the Director of the Division, or the Office of Planning Office Manager (Supervisor).

Development review staff may consist of staff within this Department as well as hired professionals;

- (F) The Director of the Division, or the Office of Planning Office Manager (Supervisor), shall provide administrative services to the Planning Board and shall present matters to the Planning Board for decision.

ARTICLE 7

DEPARTMENT OF HEALTH AND HUMAN SERVICES

SECTION 7.1 DEPARTMENT GENERALLY

There is hereby established a Department of Health and Human Services. The Department Administrator (County Department Head) shall be appointed by the County Administrator with the advice and consent of the Board and, in addition to being qualified by education, training and experience to perform the duties of the position, shall have obtained the successful completion of a Bachelor's degree, with a Master degree being preferred. A minimum of 8 years Human Services Management is expected.

SECTION 7.1a DEPUTY DIRECTOR OF HUMAN SERVICES

A Deputy Human Services Director may be appointed by the Department Administrator with the approval of the County Administrator. The Deputy Human Services Director shall be responsible to the Department Administrator. The Deputy Human Services Director shall by education, training and experience be qualified to perform the duties established for the position as it appears in the New Jersey Civil Services job description #05478. The Deputy Human Services Director shall:

- (A) serve as the Division Head of one or more of the subdivisions established within the Department of Health and Human Services, as determined by the Department Administrator with the approval of the County Administrator;
- (C) be available to serve as Acting Department Administrator during vacancy of the Department Administrator.

SECTION 7.2 DIVISION OF HEALTH

Within the Department of Health and Human Services there is hereby established the Division of Health, which shall be headed by the Public Health Coordinator (County Division Head), who is appointed by the Department Administrator with the approval of the County Administrator and who shall, in addition to being qualified by education and training to perform the duties of the position, hold a Public Health Officers' license with a minimum of five (5) years full-time progressive experience in a public Health agency.

The Public Health Coordinator (County Division Head) may be assigned by the Department Administrator the responsibilities for overseeing one or more of the subdivisions established within the Department of Health and Human Services.

SECTION 7.2a OFFICE OF ENVIRONMENTAL HEALTH AND SANITATION

Within the Division of Health there is hereby established an Office of Environmental Health and Sanitation. This Office shall be under the direction of the Department Administrator and shall have the following responsibilities:

- (A) The Office shall provide public environmental health services pursuant to law, specifically N.J.S.A. 26:3A2-21 et seq. (the "County Environmental Health Act (CEHA)") and regulations pursuant to N.J.A.C. 7:1H-1 et seq., and shall perform the prescribed duties and responsibilities as provided for under N.J.S.A. 26:3A2-1 et seq. (the "Local Health Services Act") and those "CORE" required activities currently mandated in N.J.A.C. (Title 8-Chapter 52)(the "Recognized Public Health Activities and Practice Standards of Performance for Local Boards of Health in New Jersey").

- (B) Administer and enforce local ordinances adopted by municipalities which are consistent with the New Jersey State Administrative Code on all matters dealing with the environment.
- (C) Provide training programs in areas concerning the Public Health of the region identified by the Division Director and the Department Administrator as required.

SECTION 7.2b OFFICE OF MOSQUITO CONTROL

Within the Division of Health there is hereby established an Office of Mosquito Control. The Office shall be headed by a Supervisor, who is a duly certified individual and who shall be appointed by the Department Administrator with the approval of the County Administrator. The Office shall provide for the control of mosquito breeding by a program of spraying, stream clearance and other activities designed to provide the most effective control.

SECTION 7.2c OFFICE OF PUBLIC HEALTH NURSING

Within the Division of Health there is hereby established an Office of Public Health Nursing. The Department Administrator shall be the Administrative Head of this Office and shall assign the duties and responsibilities of this Office to a currently licensed Registered Professional Nurse with a Master's Degree and five (5) years of supervisory experience in Public Health Nursing.

The Public Health Nurse Supervisor shall report to the Division Director on all matters concerning the general public health of the County.

The Public Health Nurse Supervisor shall administer the duties and responsibilities for the delivery of personal health services as prescribed in N.J.A.C. (Title 8 – Chapter 52)

(the “Recognized Public Health Activities and Minimum Standards of Performance for Local Boards of Health in New Jersey”), specifically those care activities necessary to ensure the health, safety and welfare of the inhabitants of Sussex County. The Office of Public Health Nursing will also supervise the Chest Clinic in accordance with existing State law, rules and regulations.

SECTION 7.2d OFFICE OF WEIGHTS AND MEASURES

Within the Division of Health there is hereby established the Office of Weights and Measures, which shall have all the duties and responsibilities as provided by applicable New Jersey State Statutes. Pursuant to N.J.S.A. U51:1-43, the Office of Weights and Measures shall be headed by the Superintendent of Weights and Measures.

Employees of the Office of Weights and Measures shall have the authority to issue summonses where violations of applicable State Statutes are detected.

SECTION 7.3 DIVISION OF COMMUNITY AND YOUTH SERVICES

There is hereby established the Division of Community and Youth Services. The Division shall coordinate planning, dissemination of information and provide services pursuant to all applicable State Statutes, Administrative Code Regulations and rules pertaining to County responsibilities. The Division of Community and Youth Services shall be headed by a Division Director (County Division Head), appointed by the Department Administrator with the approval of the County Administrator. The Division shall perform the functions of the former Office for the Disabled, Office of Substance Abuse and Alcohol, Division of Youth Services and Division of Community Services. Programs and services of the Division include the Human Services Advisory Council,

Youth Services Commission, Disability Services, Substance Abuse Services, Municipal Alliance Program, Work First New Jersey Program, Mental Health Board, Grant-in-Aid Funding, PEER Grouping Funding, Youth Shelter Program, Juvenile Detention Center, as well as all advisory bodies relevant to each program or service.

The Division shall be responsible for the coordination of needs assessments; program planning, implementation, monitoring and evaluation for each program and services; and provide staff support for all advisory and planning bodies in the Division.

The Division Director may be assigned the responsibility of overseeing additional programs established within the Department of Health and Human Services.

SECTION 7.4 DIVISION OF SENIOR SERVICES

There is hereby established a Division of Senior Services. The Division shall be headed by a Director (County Division Head), who is appointed by the Department Administrator with the approval of the County Administrator.

The Division shall have, exercise and discharge all of the functions, duties and responsibilities of the former Office on Aging, as required or authorized by law or resolution of the Board. The Division Director may be assigned the responsibility of overseeing additional programs established within the Department of Health and Human Services.

The functions of the former Office of Veteran's Services shall be performed by a Supervisor of Veteran's Interment appointed by the Board pursuant to N.J.S.A. 38:17-2, and shall have and exercise all of the duties and responsibilities as indicated in the that Statute.

SECTION 7.5 DIVISION OF SOCIAL SERVICES

There is hereby established a Division of Social Services. The Division shall be headed by a Director (County Division Head), who shall be appointed by and reports to the Department Administrator with the approval of the County Administrator. The Division of Social Services shall have, exercise, and discharge all of the functions, duties and responsibilities of a County Welfare Agency as required or authorized by law or resolution of the Board.

SECTION 7.5a OFFICE OF TRANSIT

There is hereby established an Office of Transit within the Division of Social Services, the purpose of which is to operate transportation services for the County. The head of the Office shall be appointed by the Department Administrator with the approval of the County Administrator.

The Office acts as the State recognized County-wide coordinated transportation system.

The Office is responsible for operating all services under funds made available to Sussex County for public transit, as well as para-transit. The Office is responsible for administering applicable grant programs and service contracts.

The Office shall act as an information and referral source for all transportation programs, public and private, operating in and around Sussex County.

The Office shall provide service for the general population for commutation and other transportation needs within the resources available.

The Office shall also provide transportation services to the special needs portion of the general population for medical, shopping, rehabilitation, veteran services, social,

vocational and other related trips.

Article 8

DEPARTMENT OF FINANCE AND LIBRARY SERVICES SECTION

8.1 DEPARTMENT GENERALLY

There is hereby established the Department of Finance and Library Services within the County of Sussex. The Administrator of the Department shall be the County Chief Financial Officer /County Treasurer (Certified County Finance Officer) who shall be appointed pursuant to N.J.S.A. 40A:9-27 and N.J.S.A 40A:9-28.4. In addition to those duties specified in N.J.S.A. 40A:9-27 and N.J.S.A 40A:28.1, , the Department Administrator shall perform such other duties as may be assigned from time to time by the County Administrator or the Board of Chosen Freeholders. The Department shall consist of the Divisions in the following Sections.

SECTION 8.2 DIVISION OF TREASURY

The Division of Treasury shall be administered by the County Treasurer (Certified County Finance Officer) pursuant to N.J.S.A.40A:9-27. The Division shall perform the duties established as follows:

- A. Payment of payroll and related Federal and State Payroll Taxes and Agency checks and maintain payroll procedures established by the Board of Chosen Freeholders pursuant to N.J.S.A 40A:5-19.
- B. Payment of claims and maintain required general books of account pursuant to N.J.S.A. 40A:5-17.
- C. Maintain all banking functions and report on the cash balances of the County

pursuant to N.J.S.A 40A:5-14.

- D. Collect and receive all moneys due the County.

SECTION 8.3 DIVISION OF FISCAL MANAGEMENT

There shall be the position of Fiscal Management Division Director in the Department who shall be appointed by the Department Administrator with the approval of the County Administrator. The Fiscal Management Division Director shall by education, experience and ability, be qualified to perform the duties established as follows:

- A. Maintain a regular inventory and review of Federal and State grants, loans and other aids available to the County.
- B. Assist County departments, divisions, offices and agencies which request assistance by identifying available aids to prepare, file and follow-up required applications.
- C. Review all Federal, State and Private grant reimbursement forms prior to submission to the appropriate agencies.
- D. Create and communicate policies for grant management across County departments.
- E. Coordinate financial analysis for all County fiscal functions.
- F. Maintain records on the value and location of County properties, equipment, insurance claims and suits.
- G. Ensure County assets are properly valued, maximized and protected from unauthorized depletion.
- H. Provide the County with internal audit functions as deemed necessary to insure

the maximization and protection of County assets.

- I. Prepare such other analyses and reports as directed by the Department Administrator.

SECTION 8.4 DIVISION OF BUDGET MANAGEMENT

There shall be the position of Budget Division Director in the Department who shall be appointed by the Department Administrator with the approval of the County Administrator. The Budget Division Director shall, by education, experience and ability, be qualified to perform the duties established as follows:

- A. On or before September 1 of each year, establish the schedules and procedures to be followed by all County departments, divisions, offices or agencies for the purpose of submitting budget requests for the next ensuing budget year.
- B. On or before January 1 of each year submit to the Board a budget document consisting of the proposed County Budget and a budget message.
- C. Prepare and present to the Board in a timely fashion all information as requested by the Board for its consideration of the budget.
- D. Prepare both a Capital Budget and Capital Program, the latter to consist of a capital improvement program of proposed and projected capital undertakings as recommended by the Capital Projects Committee. The capital budget shall be submitted with the operating budget.
- E. Prepare a report monthly comparing the adopted budget versus actual expenditures and revenues, which is to be submitted to the Department Administrator, the County Administrator and the Board.
- F. Prepare such other analyses and reports as directed by the Department Administrator, including, but not limited to, operational, economic and efficiency audits of the various

County Agencies and departments.

SECTION 8.5 DIVISION OF LIBRARY SERVICES

The County Library shall be administered by the Library Director who shall be appointed by the Department Administrator with the approval of the County Administrator, with such powers and authority as may be delegated by the Department Administrator. The Library Director must possess a professional Librarians certificate in accordance with N.J.S.A. 45:8A-1, and shall have had a minimum of five (5) years progressive professional experience. The Board shall operate the County Library System established pursuant to N.J.S.A. 40:33-1.

ARTICLE 9

INDEPENDENT BOARDS, AGENCIES AND OFFICES

The boards, agencies and offices enumerated below shall operate in Sussex County and shall be considered Independent Boards and Offices of the County. These boards and offices shall have direct liaison with the County Administrator regarding County-wide administrative procedures:

(A) The Board of Elections

There is hereby established a Board of Elections pursuant to N.J.S.A. 19:6-17.

(B) The Board of Taxation

There is hereby established a Board of Taxation pursuant to N.J.S.A. 54:3-1.

(C) The Superintendent of Schools

There is hereby established the Superintendent of Schools pursuant to N.J.A.C. 6:56-1.1.

(D) There is hereby established a Sussex County Community College pursuant to N.J.S.A. 18A:64a-1 et seq.

(E) There is hereby established a Sussex County Vocational Technical School pursuant to N.J.S.A. 18A:54-11 et seq.

(F) There is hereby established the Sussex County Municipal Utilities Authority pursuant to the Municipal Utilities Authorities Law. The Sussex County Municipal Utilities Authority shall consist of nine (9) members, with five year terms, appointed by the Board.

(G) There is hereby established a Sussex County Uniform Construction Code Board of Appeals pursuant to N.J.S.A. 52:27D-127.

(H) There is hereby established a Lake Hopatcong Commission and a Lake Musconetcong Regional Planning Board.

(I) There is hereby established a Board of School Estimate for the Sussex County Community College (pursuant to N.J.S.A. 18A:64A-15) and for the Sussex County Technical School (pursuant to N.J.S.A. 18A:54-27).

- (J) There is hereby established the Rutgers Cooperative Extension Service.
- (K) There is hereby established a Mental Health Board in accordance with N.J.S.A.
30:9A-3.

ARTICLE 10

CONSTITUTIONAL OFFICERS

SECTION 10.1 CONSTITUTIONAL OFFICERS GENERALLY

The Constitutional Offices of the County Clerk, Prosecutor, Sheriff and Surrogate, as well as their employees and services, are considered Departments of Sussex County.

The County Clerk, Prosecutor, Sheriff and Surrogate shall head their respective Departments and, for the purposes of this Code and to the extent that it shall not be inconsistent with New Jersey Statutes applicable to these Officers, shall be considered Department Administrators (County Department Heads).

Each of these Departments shall be subject to the County's personnel, purchasing, finance and budgetary procedures, provided, however, that nothing herein shall restrict or limit the authority of these Constitutional Officers as the appointing authority of their respective offices, and nothing herein shall change or diminish the responsibilities or powers of County Officers whose existence is mandated by the Constitution or their respective offices.

SECTION 10.2 DEPARTMENT OF THE SHERIFF

The Department of the Sheriff is organized as follows:

County Jail

Judicial Functions

Sheriff's Office

Division Of Internal Affairs

There is established the Division of Internal Affairs within the Department of the Sheriff.

The Division will be headed by the Internal Affairs Director, or other designee, who shall be appointed by the Sheriff. The Director, or designee, shall perform such duties regarding Internal Affairs within the Sheriff's Office, as determined by the Sheriff, in accordance with the applicable New Jersey State Statutes, the applicable New Jersey Administrative Codes; the applicable New Jersey Attorney General's Guidelines; the applicable Sussex County Sheriff's Office Rules and Regulations; and the applicable Sussex County Sheriff's Office Standard Operating Procedures.

Division Of Home Detention Program

There is established the Division of Home Detention within the Department of the Sheriff. The Division will be headed by the Home Detention Program Director, or other designee, who shall be appointed by the Sheriff. The Director, or designee, shall perform such duties regarding Home Detention within the Sheriff's Office, as determined by the Sheriff, in accordance with the applicable New Jersey State Statutes; the applicable New Jersey Administrative Codes; the applicable Sussex County Sheriff's Office Rules and Regulations; and the applicable Sussex County Sheriff's Office Standard Operating Procedures.

Division Of Emergency Management

In accordance with N.J.A.C. App. A:9-19.1, there is established the Division of Emergency Management within the Office of the Sheriff. The Division will be headed by the Emergency Management Director, who shall be appointed by the Sheriff. The Director shall perform such duties and have such responsibilities as required by Resolution of the Board of Chosen Freeholders or direction of the Sheriff. The Division

of Emergency Management shall also have the responsibilities for and perform all of the duties of the County 9-1-1 Coordinator pursuant to N.J.S.A. 52:17C1-16 and N.J.A.C. 17:24-1 et seq.

Office Of The Fire Marshal

In accordance with N.J.S.A. 40A:14-1, there is established the Office of the Fire Marshal in the Division of Emergency Management and headed by the Fire Marshal, who shall be appointed by the Board and serve for a term of three years in accordance with State Statute.

Pursuant to N.J.S.A. 40A:14-2, the County Fire Marshal shall act in an advisory capacity to all of the fire companies in the County, including, but not limited to, conducting investigations pertaining to the elimination of fire hazards and in reference thereto make recommendations to the Board. The Board may act upon such recommendations and take action for the abatement of fire hazards.

The County Fire Marshal, subject to the approval of the Board, may:

- (A) accept the responsibility to be the enforcing agency for a municipality or fire district under the "Uniform Fire Safety Act," P.L. 1983, c.383 (c.52:27D-192 et seq.), when requested to do so by Ordinance of the municipality or Resolution of the Fire District;
- (B) offer assistance to families, units of government and mental health agencies, including law enforcement, for intervention in juvenile fire-setting incidents;
- (C) provide for the prevention of fire hazards and initiate programs for public awareness; and

(D) provide municipal fire departments with such assistance as necessary to coordinate, control or extinguish any fire situation or other emergency situation for which a fire department has responsibility by local Ordinance, when requested by the Incident Commander or Fire Chief of the department having jurisdiction. (P.L. 1999, c.351, 1, eff. Jan. 14, 2000).

The County Fire Marshal may also serve as County Fire Coordinator when appointed through the Division of Emergency Management pursuant to the “Fire Service Resource Emergency Deployment Act” (P.L. 2003 Chapter 28). Said Act defines the duties and responsibilities of County Fire Coordinator.

Division Of Emergency Communication Services

There is established the Division of Emergency Communication Services within the Office of the Sheriff. The Division will be headed by the Emergency Communications Services Director, or other designee, who shall be appointed by the Sheriff. The Director, or designee, shall be responsible to manage the County 9-1-1 Emergency Communications Center, and its ancillary functions, and shall perform such duties regarding Emergency Communications, as determined by the Sheriff, in accordance with the applicable New Jersey Statutes; the applicable New Jersey Administrative Codes; other applicable Regulations promulgated by the New Jersey Office of Telecommunications Services; the applicable Sussex County Sheriff’s Office Rules and Regulations; and the applicable Sussex County Sheriff’s Office Standard Operating Procedures.

ARTICLE 11

ADVISORY GROUPS

In addition to what may otherwise be established or authorized this Code, there shall be the following advisory groups within the County of Sussex:

Advisory Council to the Division of Senior Services

Agriculture Development Board

Community Transit Citizens Advisory Committee

Disability Services Advisory Council

Educational Partnership

Human Services Advisory Council

Local Advisory Committee on Alcoholism and Drug Abuse

Open Space Advisory Council

Solid Waste Advisory Council

Strategic Growth Advisory Committee

Water Quality Management Policy Advisory Committee

Youth Services Commission

ARTICLE 12

GENERAL PROVISIONS

SECTION 12.1 VACANCIES

Unless specified by law, or otherwise provided for in this Code, any vacancy in any appointed office shall be filled by the appointing authority by designating a qualified person to perform the duties of the position on a temporary acting basis, provisional basis or on a permanent basis.

SECTION 12.2 SURETY BONDS

In every case in which any person is required by the laws of this State or by a resolution of the County to give bond for the faithful performance of his duties, such bond shall be secured by a corporate surety authorized to do business in this State and the premium, therefor, shall be paid by the County. Each such bond shall be approved by County Counsel as to legal form and sufficiency, and nothing in this Section shall be construed to prevent the use of one or more blanket bonds when so approved.

ARTICLE 13

TRANSITIONAL PROVISIONS

SECTION 13.1 PRIOR ORGANIZATION

All previous resolutions creating or specifying departmental status, organization, relationships, or operating procedures which are inconsistent with the provisions of this Code are repealed to the extent of their inconsistency. All references in such resolutions to departments, boards, and agencies shall be construed to refer to the respective agency specified by this Code.

SECTION 13.2 STATE OF NEW JERSEY CIVIL SERVICE COMMISSION

Officers, employment and positions within the career (classified) service of the State of New Jersey Civil Service Commission (Civil Service Commission) under Title IV of the Revised Statutes or which are held by an officer or employee protected by any other tenure of office or law and their respective compensations, as created and established by resolution in force and effect, shall be continued. Nothing in this Code shall affect the compensation, tenure, or pension rights of any officer or employee in such classified civil service or who is otherwise protected by tenure.

SECTION 13.3 SEVERABILITY

If any article, section or part of this Code shall be declared to be unconstitutional, invalid or inoperative in whole or in part by a court of competent jurisdiction, such article, section or part shall, to the extent that it is not unconstitutional, invalid or inoperative, remain in full force and effect, and no such determination shall be deemed to invalidate the remaining articles, sections or parts of this Code.

SECTION 13.4 EFFECTIVE DATE

This Code, as amended, shall take effect twenty (20) days after final adoption by the Board.