

CITY OF BRIDGETON

ORDINANCE AMENDING CHAPTER 3 ARTICLE II OF THE CODE OF THE CITY OF BRIDGETON CREATING THE SPECIAL ASSISTANT TO THE MAYOR

WHEREAS, Chapter 3 Article 2 §3-3 defines the powers and duties of the Mayor for the City of Bridgeton, and

WHEREAS, the State of New Jersey, Department of Community Affairs, Division of Local Government Services authorized the position of Special Assistant to the Mayor on June 16, 2011; and

WHEREAS, the position of Special Assistant to the Mayor has been effectively utilized within the City of Bridgeton from date of authorization to the present; and

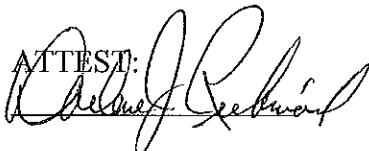
WHEREAS, the duties and responsibilities of the Special Assistant to the Mayor do not exist in the Code of the City of Bridgeton;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Bridgeton as follows:

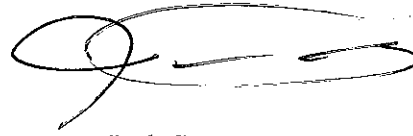
1. §3-3.1 is hereby added to the Code of the City of Bridgeton entitled Special Assistant to the Mayor. There is hereby created a position of Special Assistant to the Mayor within the City of Bridgeton
2. §3-3.1 A. Duties. The duties of the Special Assistant to the Mayor shall include but not be limited to:
 1. Assist the Mayor with development of policies, programs, and procedures in the operation of the municipal government.
 2. Collect and analyze requested data.
 3. Prepare correspondence, reports, and recommendations for the review of the Mayor.
 4. Act as a liaison between the Mayor and public as requested by the Mayor.
 5. Act as the Mayor's representative and/or liaison with other units of government as assigned.
 6. Represent the Mayor at speaking engagements, hearings, and conferences as requested.
 7. Assemble statistical and other materials required for reports, memoranda, speeches, and other written materials.
 8. Conduct research as requested by the Mayor.
 9. Other duties not specifically addressed as assigned by the Mayor.
3. §3-1.1 b. Assignment. The Special Assistant to the Mayor shall be assigned to the position at the pleasure of the Mayor.

ADOPTED at a regular meeting of the City Council of the City of Bridgeton held on the

ATTEST:

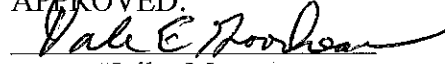


Darlene Richmond,
City Clerk



Jack Surrency
Council President

APPROVED:



Dale E. Goodreau
Acting Mayor