

**WEYMOUTH TOWNSHIP  
ATLANTIC COUNTY  
NEW JERSEY**

**ORDINANCE NO. 527-2014**

**AN ORDINANCE ESTABLISHING THE POSITION OF DEPUTY TOWNSHIP CLERK IN  
THE TOWNSHIP OF WEYMOUTH**

**BE IT ORDAINED**, By the Township Committee of the Township of Weymouth in the County of Atlantic, State of New Jersey, as follows:

**1. Deputy Township Clerk**

- A. There is hereby established the position of "Deputy Township Clerk".
- B. Appointment/Term/Vacancy/ Removal. The Deputy Township Clerk shall be appointed by the Township Committee and the initial term of office of the Deputy Township Clerk shall be for one calendar year. All subsequent appointments shall be for one year terms. Any vacancy in said office shall be filled by appointment of the Township Committee. During the absence or disability of the duly appointed Deputy Township Clerk, Township Committee may, by Resolution, appoint an officer or regular employee of the Township to perform such duties of the Deputy Township Clerk on an interim basis during such absence or disability. Such absence or disability shall be limited to three (3) months, after which time such absence or disability may be deemed a vacancy.
- C. The position of Deputy Township Clerk shall be considered an entry-level position.
- D. The Deputy Township Clerk shall be appointed on the basis of his/her executive and administrative abilities and qualifications with regard to education, training and experience in governmental affairs. During the term of his/her office, the Deputy Township Clerk shall make all efforts to attend all required certification classes required by the State of New Jersey for municipal Clerks. Weymouth Township shall pay the cost of attendance for the Deputy Township Clerk to attend all required Municipal Clerk certification classes.
- E. The Deputy Township Clerk shall be a full-time employee of Weymouth Township, working 35 hours per week. The Deputy Township Clerk shall receive as salary such sums as may be fixed and adopted by the Township Committee in the Annual Salary Ordinance of the Township. The Deputy Township Clerk shall receive the same benefits package as other full-time employees of Weymouth Township.
- F. The Deputy Township Clerk shall be responsible for assisting the Municipal Clerk, who is the chief administrator of the Township of Weymouth and who is responsible to the Township Committee as a whole for the general supervision over the administrative affairs of the Township, in all respects. The Deputy Township Clerk's duties and responsibilities shall relate to assisting in the general management of all Township business, excepting therefrom those duties and responsibilities conferred upon other Township officials by state statute, other applicable laws, rules and regulations promulgated by state and county agencies, case decision or ordinance of the Township of Weymouth.
- G. The Deputy Township Clerk shall assist the Municipal Clerk with his/her duties as enumerated in Sec. 57-13 of the Township Code.

**2. Severability.**

If any Article, section, subdivision, sentence, clause or phrase of this Ordinance shall be held to be invalid for any reason, such decision shall not affect the remaining portions of this Ordinance.

**3. Repealer; Exception.**

All Ordinances or parts thereof or Resolutions inconsistent with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency. Nothing in this Ordinance, however, shall affect the rights and tenure of any elected official.

**4. When Effective.**

This Ordinance shall take effect immediately, after final passage and publication as required by law.

5. The Position of Deputy Township Clerk shall be deemed to be established effective August 1, 2014.

WEYMOUTH TOWNSHIP

BY \_\_\_\_\_  
Kenneth R. Haeser, Mayor

This is to certify that the foregoing Ordinance is an exact copy of an Ordinance which received its first reading by title on May 21, 2014 and will be advertised to receive a Second Reading by Title and a Public Hearing on June 18, 2014.

Attest: \_\_\_\_\_  
Bonnie S. Yearsley, CMC  
Weymouth Township Clerk