



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

ORDINANCE NUMBER: 755-2013
 DATE OF INTRODUCTION: 12/5/2013
 DATE OF ADOPTION: 12/19/2013

12/5/2013

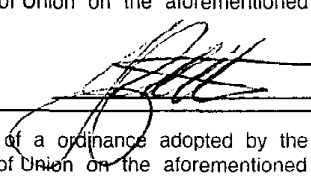
AN ORDINANCE TO AMEND THE LAWS OF UNION COUNTY: ADMINISTRATIVE CODE AND POLICIES AND GENERAL LEGISLATION BY AMENDING: CHAPTER 1, UNION COUNTY GOVERNMENT STRUCTURE, ARTICLE V, DEPUTY COUNTY MANAGER; ARTICLE XVII, ADMINISTRATIVE SERVICES; ARTICLE XVIII, DEPARTMENT OF PARKS AND COMMUNITY RENEWAL; ARTICLE XIX, PUBLIC WORKS AND FACILITIES; ARTICLE XXIII, COUNTY COUNSEL AND ARTICLE XXIV, ECONOMIC DEVELOPMENT; AND, CHAPTER 44, DEPARTMENT HEAD QUALIFICATIONS, §44-1.D- ADMINISTRATIVE SERVICES

BE IT ORDAINED by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as follows:

CONTINUED...

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
BERGEN	X							BERGEN	X						
ESTRADA	X							ESTRADA	X						
GRANADOS	X							GRANADOS	X						
JALLOH	X				X			JALLOH	X				X		
KOWALSKI	X				X			KOWALSKI	X					X	
MIRABELLA	X							MIRABELLA	X						
WRIGHT	X							WRIGHT	X						
HUDAK VICE CHAIRMAN	X							HUDAK VICE CHAIRMAN	X						
CARTER CHAIRMAN							X	CARTER CHAIRMAN	X						

APPROVED AS TO FORM	I hereby certify the above is an original ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
COUNTY ATTORNEY	

	I hereby certify this is a true copy of a ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
	 CLERK
	_____ CLERK

**PART I -
ADMINISTRATIVE CODE**

Chapter 1, UNION COUNTY GOVERNMENT STRUCTURE

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union 4-28-1976 by Ord. No. 1; amended in its entirety by Ord. No. 9-198(4) Subsequent amendments noted where applicable.]

ARTICLE V, Deputy County Manager

[Added 6-26-1997 by Ord. No. 452]

§ 1-33 Duties.

The Deputy Manager:

- A. Shall, under the direction and supervision of the County Manager, assist in the orderly and efficient administration of the County, performing whatever supervisory or administrative duties the County Manager deems necessary and proper.
- B. May serve as the head of one or more County departments on a temporary or permanent basis, as determined by the County Manager.
- C. Shall serve as Acting County Manager during the temporary absence or disability of the County Manager.

§ 1-71. Departments enumerated.

The following are hereby established as the departments of the government of the County of Union:

- A. Administrative Services.
- B. Finance.
- C. Runnells Specialized Hospital.
- D. Human Services.
- E. Public Safety.
- F. Public Works and Facilities Mangement. [Amended 6-20-2002 by Ord. No. 553 and Amended 12-20-2007 by Ord. No. 664]
- G. Parks and Recreation
- H. Correctional Services.
- I. Economic Development

§ 1-81. Division heads: unclassified service.

Division heads shall be in the unclassified service, unless otherwise determined by the Board at the time of the appointment. Such appointments shall be made under and in accordance with *N.J.S.A. 11A:3-(5)*.

§ 1-82. Department and division heads: secretary or confidential aide.

Every department head and every division head in the unclassified service may, with the approval of the County Manager, appoint one secretary or confidential aide, who shall be in the unclassified service, in accordance with *N.J.S.A.11A:3-5*

ARTICLE XVII, Department of Administrative Services

§ 1-98. General purpose; departmental organization.

There shall be a Department of Administrative Services for the purpose of conducting personnel management and labor relations, purchasing, coordinating and monitoring the administration of all County insurance programs, motor vehicle fleet management, mailroom & messenger services and telecommunication services. The Director of Administrative Services shall be the head of the Department and shall be responsible to the County Manager for its operation.

A. The Department of Administrative Services shall include the following:

- (1) The Division of Personnel Management and Labor Relations.
- (2) The Division of Purchasing.
- (3) The Division of Motor Vehicles and Telecommunications.
- (4) The Bureau of Asset Management and Labor Compliance

§ 1-99. Division of Personnel Management and Labor Relations.

- A. No Change
- B. No Change
- C. Omitted

§ 1-99.2. Division of Purchasing.

A. Under the direction and supervision of the Director of Administrative Services, the Division of Purchasing's functions and responsibilities shall include:

- (1) No Change
- (2) No Change
- (3) No Change
- (4) Administering the collection and method of disposal of surplus property according to policy.

B. Purchasing generally.

- (1) Pursuant to the County Manager's designation of applicable subaccounts within the chart of subaccounts, all purchases for any department shall be made by printed and sequentially numbered purchase order approved by the County Qualified the County Purchasing Agent as head of the Division of Purchasing, pursuant to a written requisition from the head of the department whose appropriation will be charged and the certification of the Department of Finance that a sufficient unencumbered balance of appropriation is available. All such purchases which require competitive bidding shall conform to applicable requirements of the Local Public Contracts Law.
- (2) The Director of each Department shall designate, in writing, the name or names of employees in the department authorized to receive supplies, materials and equipment. The person so designated shall accept deliveries and sign for them only where the goods are in exact conformity with the order. Should there be any doubt as to quantity

or quality, the receiving employees shall immediately notify the department head for appropriate action.

- (3) No Change
- (4) No Change
- (5) Purchasing by quotation. For all contracts that in the aggregate are less than the bid threshold but 15 percent or more of that amount, the contracting agent shall award the contract after soliciting at least two competitive quotations, if practicable. The award shall be made to a vendor whose response is most advantageous, price and other factors considered. The contracting agent shall retain the record of the quotation solicitation.
- (6) Reserved.

§ 1-99.3. Division of Motor Vehicles and Telecommunications

[Added 3-10-2005 by Ord. No. 611; Amended 12-20-2007 by Ord. No. 664]

A. Under the direction and supervision of the Director of the Department of Administrative Services, the Division of Motor Vehicles' functions and responsibilities shall include the management, maintenance and repairs of all County-owned vehicles except the vehicles under the jurisdiction of the Department of Public Works and Facilities Management.

B. No Change

C. Division organization.

(1) Within the Division, there shall be the following bureaus:

- (a) Bureau of Mailroom & Messenger Services.
- (b) Telephone Room

(2) No Change

(3) The Division of Motor Vehicles' general functions shall include:

- (a) Controlling the inventory and issuing of passenger motor vehicles for the County, as well as other transportation services, as required, except the vehicles under the jurisdiction of the Department of Public Works and Facilities Management.
- (b) Providing motor vehicles, storage and maintenance facilities and establishing and implementing procedures and uniform regulations relating to the motor pool facilities, equipment, safety, repairs and replacement of vehicles.
- (c) Having responsibility for performing repairs, maintenance and all service necessary to keep the motor vehicles in safe and readily usable condition except the vehicles under the jurisdiction of the Department of Public Works and Facilities Management.
- (d) Monitoring the usage of all vehicles and keeping records on all repairs, gas, oil, etc except the vehicles under the jurisdiction of the Department of Public Works and Facilities Management.

(4) No Change

(5) The Telephone Room functions shall be to provide telecommunications services and support by:

- (a) Handling all requests for telephone, radio, public address and intercommunications services made by officials of the County, planning service needs and ordering equipment.

- (b) Being responsible for the design and implementation of all audio systems utilized by the County.
- (c) Providing for the repair and preventive maintenance of all public address and audio systems, intercommunication systems and other electronic equipment.
- (d) Operating all telephone switches and maintaining up-to-date information pertaining to telephone numbers of using employees and offices.

§ 1-99.4. Bureau of Asset Management and Labor Compliance

A. Under the direction and supervision of the Director of the Department of Administrative Services, the Bureau of Asset Management and Labor Compliance, the functions of the Bureau of Asset Management and Labor Compliance shall be:

- (1) To document the requirements and responsibilities necessary for the effective management of assets required to support departmental objectives within Union County Government.
- (2) To inventory County assets which will be subject to its jurisdiction; maintain a central data base wherein assets will be inventoried; provide a mechanism for identification of assets and their location within the County and account for all additions and subtractions to County assets to prevent the loss of County assets.
- (3) To ensure that the County vendor's comply with all applicable Federal, State and Local Government labor standards and requirements.

B. Bureau head. The Bureau Chief of Asset Management and Labor Compliance shall be the head of the Bureau and shall be responsible to the Director of the Department Administrative Services for its operation.

ARTICLE XVIII, Department of Parks and Recreation

§ 1-100. Department established; purpose; organization.

- A. General Purpose; Departmental Organization. There shall be a Department of Parks and Recreation for the purpose of the development of recreational programs and the development and maintaining of public parks, playgrounds, recreational places and facilities, the Watchung Reservation and open space within the County of Union. The Director shall be fully responsible for the Department's operation.
- B. There may be a Deputy Director who shall be responsible to the Director of the Department of Parks and Recreation.
- C. The Department shall have an Office of Cultural and Heritage Affairs and a Bureau of Administrative Support. The Chief of the Bureau of Administrative Support shall be the head of the Bureau and shall report to the Director of the Department of Parks and Recreation.
 - (1) The functions of the Bureau of Administrative Support are to establish and maintain essential records and files, including financial records relative to the programs offered by the Department, prepare and reconcile contract bids, bills and revenue to ensure compliance with financial procedures.
 - (2) The Office of Cultural and Heritage Affairs functions and responsibilities shall include:
 - (a) Create, support and encourage programs promoting public interest and participation in local arts, history and culture.

- (b) Maintain an annual preservation awards program commending noteworthy historic preservation.
- (c) Educate the public on local, state and municipal efforts to preserve historical sites.
- (d) Maintain an historic inventory as a resource for federal and state agencies and local planners.

D. The Department of Parks and Recreation shall consist of the following Divisions:

- (1) Division of Recreational Facilities
- (2) Division of Park Maintenance
- (3) Division of Park Environmental Services

§ 1-101 through § 1-107 Reserved

§ 1-108. Division of Park Environmental Services

- A. Division head. The Director of the Division of Park Environmental Services shall be the head of the Division and shall be responsible to the Director of the Department of Parks and Recreation for its operation and performing such other duties under direction as may be required by the Director of the Department.
- B. The Division of Park Environmental Services' functions and responsibilities shall include:
 - (a) Developing plans and coordinating environmental park programs.
 - (b) Assist the Director of the Department as directed in various park projects and programs.

§1-109. Division of Recreational Facilities

- A. Division head. The Director of the Division of Recreational Facilities shall be the head of the Division and shall be responsible to the Director of the Department of Parks and Recreation for its operation and performing such other duties under direction as may be required by the Director of the Department.
- B. Under the direction and supervision of the Director of the Parks and Recreation, the Division of Recreational Facilities' functions shall include the management and operation of all County Park Recreational Facilities, to include, but not limited to Galloping Hill Golf Course, Ashbrook Golf Course, Warinanco Ice Skating Center, Ulrich and Wheeler Pools, Watchung Stables, Trailside Museum and any all future recreational facilities at Oak Ridge Park.

C: Division Organization

- 1. Within the Division of Recreational Facilities, there shall be the following Bureau:
 - (a) Bureau of Recreation.
- 2. Bureau Chief. The Chief of the Bureau shall be the head of the Bureau and shall be responsible to the Director of the Division of Recreational Facilities.
- 3. The Bureau of Recreation function is to develop and administer programs to facilitate the public use and enjoyment of County recreation facilities; park reservation systems; and coordinate recreational facilities programs with other public and private recreational

facilities within the County.

§ 1-110. Division of Park Maintenance

- A. Under the direction and supervision of the Director of the Department of Parks and Recreation, the Division of Park Maintenance's functions shall include preserving and improving all County park grounds.
- B. Division Head. The Director of the Division of Park Maintenance shall be the head of the Division and shall be responsible to the Director of the Department of Parks and Recreation.
- C. Division Organization
 - (a) Within the Division, there shall be the following Bureaus:
 - i. The Bureau of Park Grounds
 - (b) Bureau Chief. The Chief of each Bureau shall be the head of the Bureau and shall be responsible to the Director of the Division of Park Maintenance.
 - (c) The functions of the Bureau of Park Grounds shall include the provision of care and maintenance of all County park and recreational facilities within its respective Sectors.
 - (d) Providing for the care, cultivation, planting and replanting of flowers and shrubs on County property.

ARTICLE XIX, Department of Public Works & Facilities Management

§ 1-111. General purpose; departmental organization.

- A. There shall be a Department of Public Works and Facilities Management for the purpose of planning, constructing, repairing and maintaining all property and infrastructure owned and operated by Union County.
- B. Department head. The Director of the Department of Public Works and Facilities shall be the head of the Department and shall be responsible to the County Manager for the Department's operation. The Director of the Department of Public Works and Facilities Management may also be the director of a division within the Department of Public Works and Facilities Management.
- C. Reserved
- D. The Department of Public Works and Facilities Management shall include the following divisions:
 - (1) The Division of Public Works.
 - (2) The Division of Facilities Management.
 - (3) Division of Hospital Maintenance.
- E. Under the Director of the Department shall be the Bureau of Recycling and Planning
The functions of the Bureau of Recycling and Planning will be as follows:
 - (1) Implementing and coordinating Household Special Waste, Computer and Electronics, and Battery/Motor Oil/Filters, and other recycling related events.
 - (2) Implementing and coordinating the Scrap Tire Management Program to fund cleanup and disposal of scrap tires found on public lands.
 - (3) Providing administrative and coordination and assistance to municipalities in implementing the Clean Communities Program.
 - (4) Performing such other duties as may be required by the Director of the Department of Public Works and Facilities Management.

- (5) Preparing and Disseminating all mandated statistical programmatic reports to appropriate agencies and officials.
- (6) The Bureau Chief of the Bureau of Recycling and Planning shall also serve as the District Recycling Coordinator.

§ 1-112. Division of Public Works.

- A. Under the direction and supervision of the Director of The Department of Public Works and Facilities Management, the Division of Public Works' functions and responsibilities shall include: road construction and maintenance, bridge maintenance and public works, shade tree and conservation, mosquito control and traffic maintenance.
- B. Division head. The Director of the Division of Public Works shall be the head of the Division and shall be responsible to the Director of the Department of Public Works Facilities Management for its operation. The Director of the Division of Public Works may be the Director of the Department of Public Works and Facilities Management.
- C. Division organization.
 - (1) Within the Division, there shall be the following bureaus:
 - (a) Bureau of Roads and Bridges.
 - (b) Bureau of Shade Tree and Conservation.
 - (c) Bureau of Mosquito Control.
 - (d) Bureau of Inspections.
 - (e) Bureau of Heavy Equipment and Truck Repair.
 - (f) Bureau of Traffic Maintenance
 - (2) Bureau Chief. The Chief of each bureau shall be in charge of the bureau and shall be responsible to the Director of the Division of Public Works.
 - (3) No Change
 - (4) No Change
 - (5) No Change
 - (6) No Change
 - (7) No Change
 - (8) Bureau of Traffic Maintenance's functions shall include:
 - (a) Providing traffic engineering services as required, including the gathering of operational traffic count data, performing studies to determine capacities and identifying and recommending corrections to traffic problems.
 - (b) Reviewing applications for land development within the County to determine traffic impact on County roads.
 - (c) Soliciting federal and state grants for traffic programs.
 - (d) Rendering technical assistance and advice to municipal engineers, police departments and the public concerning traffic/transportation.
 - (e) Supervising the maintenance of County roadway markings and signs.
 - (f) Maintaining records related to County roadways, markings, signs and traffic Volume data.
 - (g) Providing a liaison with federal and state agencies involved in traffic engineering.
 - (h) Providing engineering advice and design services to implement and maintain an intelligent transportation System (ITS) capability in Union County.

§ 1-115. Division of Facilities Management.

A. Under the direction and supervision of the Director of The Department of Public Works and Facilities Mangement, the Division of Facilities Management's functions and responsibilities shall include providing general building maintenance to all County buildings with the exception of Runnells Specialized Hospital, including the functions of stationary engineers, custodial maintenance and general trades, construction management services, and printing and signange services.

B. Division head. The Director of the Division of Facilities Mangement shall be the head of the Division and shall be responsible to the Director of the Department of Public Works and Facilities Mangement for its operation.

§ 1-116. Division of Hospital Maintenance.

A. No Change

B. No Change

C. No Change

D. Under the direction and supervision of the Director of The Department of Public Works and Facilities Mangement, the Division of Hospital Maintenance's functions and responsibilities shall include:

E. Division Head. The Director of the Division of Hospital Maintenance shall be the head of the Division and shall be responsible to the Director of the Department of Public Works and Facilities Mangement for its operation.

§ 1-124. Division of Police.

A. No change

B. The Division of Police's functions shall include:

(1) No change

(2) No change

(3) Maintaining the Union County Fire Investigation Task Force. The Union County Fire Investigation Task Force will provide assistance to local police and fire departments in determining the origin and cause of suspicious fires. The Union County Fire Investigation Task Force will consist of municipal police and firefighters assigned to the unit, as well as members of municipal volunteer fire departments assigned to the unit and retired members of municipal police or fire departments who have retired in good standing from their municipal agency and who are under the mandatory retirement age for municipal police and municipal firefighters.

C. No change

ARTICLE XXIII, Office of the County Counsel

§ 1-138. General purpose.

There shall be an Office of County Counsel for the purpose of providing legal advice, representation and assistance to the Board, all departments of the County government and the County Manager, as required. The Office of County Counsel shall include County Counsel, County Adjuster and Office of Affirmative Action.

§ 1-146. The Office of Affirmative Action.

The Office of Affirmative Action shall be a subdivision within the Office of County Counsel and shall:

- (1) Develop a productive affirmative action program to meet federal compliance requirements.
- (2) Interpret and monitor the County's performance and progress relative to equal employment laws and regulations and implementation of the County's policy against discrimination.
- (3) Establish and monitor an effective and positive equal employment program with the public and enforcement agencies.
- (4) Prepare and submit the annual equal employment opportunity forms to federal authorities.
- (5) Perform all other duties as required under Chapter 6 of this Volume.
- (6) Perform such other duties as may be required by the County Counsel for the effective operation of the office.

§ 1-147 through 1-151. (Reserved)

ARTICLE XXIV, Department of Economic Development

§ 1-152. Department established; purpose; organization.

A. General Purpose; Departmental organization. There shall be a Department of Economic Development for the purpose of promoting and developing the economic growth of the County of Union. The Director of Economic Development shall be the Head of the Department and shall be responsible to the County Manager for its operation. The Director shall be fully responsible for the implementation and coordination of all economic development plans and programs including matters affecting workforce investment, community development and quality of housing.

B. There may be a Deputy Director who shall be responsible to the Director of the Department of Economic Development.

C. The Department of Economic Development shall consist of the following:

- (1) Workforce Investment Board
- (2) Division of Strategic Planning and Intergovernmental Relations
- (3) Division of Engineering

D. The Department of Economic Development shall also have the following Bureaus which shall report to the Deputy Director of the Department of Economic Development:

- (1). Bureau of Community Development
- (2). Bureau of Housing

§ 1-153 The Division of Strategic Planning and Intergovernmental Relations

A. Under the direction and supervision of the Deputy Director of Economic Development, the Division of Strategic Planning and Intergovernmental Relations functions and responsibilities shall include:

- (1) Strengthening Union County's economy and positioning the County to compete in a global marketplace by stimulating and creating new jobs, retaining existing

businesses, and facilitating economic growth and development in partnership with the Union County Alliance, the Union County Economic Development Corporation and all other public/private partnerships.

(2) Establish an ongoing program of legislative advocacy at the federal, state and/or local levels; lobby for and/or develop legislation as needed; provide analysis of legislation as needed; and act as liaison with municipal, state and federal levels of government.

(3) Maximize federal, state and foundation grant dollars and reduce property tax burden by increasing revenues into the County to fund existing and/or new programs and services as consistent with the needs of the County.

(4) Developing and administering continuing shared service opportunities with other public entities throughout the County and State,

(5) Facilitating intergovernmental relations on behalf of the County

(6) Researching and acquiring County grant opportunities programs for maximum effectiveness.

B. Division head. There may be a Director of the Division of Strategic Planning and Intergovernmental Relations who serves as the head of the Division and shall be responsible to the Deputy Director of the Department of Economic Development for its operation.

C. Subdivisions. Within the Division of Strategic Planning and Intergovernmental Relations shall be the following subdivisions:

(1) Bureau of Transportation Planning.

(2) Bureau of Planning and Economic Development.

§ 1-154. Bureau of Transportation Planning.

A. Under the direction and supervision of the Division of Strategic Planning and Intergovernmental Relations, the Bureau of Transportation Planning functions and responsibilities shall include:

(1) Providing a balanced transportation system that most efficiently services the County.

(2) Planning a coordinated intermodal transportation system.

(3) Encouraging the improvement and extension of commuter rail and rapid transit into the County.

(4) Providing a highway system of adequate capacity to accommodate present and anticipated traffic volumes safely and efficiently.

(5) Surveying and analyzing traffic conditions on County and local roads.

(6) Coordinating County, municipal, state and interstate facility planning.

(7) Rendering technical assistance and advice to public and private agencies involved in transportation planning.

B. Bureau Chief. The Chief of the Bureau of Transportation Planning shall be the Head of the Bureau and shall be responsible to the Director of the Division of Strategic Planning and Intergovernmental Relations for its operation.

§ 1-155. Bureau of Planning and Economic Development.

A. Under the direction and supervision of the Director of the Division of Strategic Planning and Intergovernmental Relations the Bureau of Planning and Economic Development functions and responsibilities shall include:

(1) Preparing a Master Plan for the physical development of the County.

(2) Preparing an Official County Map.

(3) Coordinating, advising and consulting with municipal, state and regional planning agencies in regard to plans and programs affecting Union County.

(4) Assisting the County Manager in the preparation of County capital budget and capital improvement programs.

(5) Advising the County Manager and Board on matters of planning and policy evaluation.

(6) Pursuing special studies when requested.

(7) Reviewing and approving, where appropriate, applications for land development within the County. Serves as staff to the Union County Planning Board.

(8) Assembling and distributing data on the County as part of the continuing planning process.

(9) Being responsible for the development of data on the social planning needs and economic development of Union County.

B. Bureau Chief. The Chief of the Bureau of Planning and Economic Development shall be the Head of the Bureau and responsible to the Director of the Division of Planning and Community Development for its operation.

§ 1-156. Bureau of Community Development.

A. Under the direction and supervision of the the Deputy Director of the Department of Economic Development, the Bureau of Community Development functions and responsibilities shall include:

(1) Preparing, facilitating, and disseminating all matters relating to the planning and development of the County, including but not limited to those matters pertaining to planning, development, and community development mandated by federal or state government.

(2) Performing all functions related to implementing a housing and community development program, as required by the Housing and Community Development Act of 1974 and any amendments thereto.

(3) Providing technical assistance to the County Community Development Revenue Sharing Committee and other agencies and/or municipalities in preparing applications for the Housing and Community Development Program or other housing programs.

(4) Conducting and annually updating a housing conditions analysis to determine Union County's housing needs as part of the required community development procedure.

(5) Assisting Union County's municipalities, the Community Development Revenue Sharing Committee and housing agencies in identifying areas suitable for rehabilitation and in initiating housing programs in conformance with the Housing Assistance Plan when requested by the local municipalities.

(6) Maintaining close liaison with the New Jersey Department of Community Affairs and the United States Department of Housing and Urban Development.

B. Bureau Chief. The Bureau Chief of the Bureau of Community Development shall be the Head of the Bureau and shall be responsible to the Deputy Director of the Department of Economic Development for its operation.

§ 1-157. Bureau of Housing.

A. Under the direction and supervision of the Deputy Director of the Department of Economic Development, the Bureau of Housing's functions and responsibilities shall include:

(1) Preparing, facilitating and disseminating matters by federal and state government with reference to housing.

(2) Performing all functions related to implementing a housing program, as required by the Housing and Community Development Act of 1974 and all amendments thereto.

(3) Providing technical assistance to various agencies and municipalities in preparing applications for housing programs.

(4) Conducting and annually updating housing conditions analysis to determine Union County's housing needs.

(5) Maintaining close liaison with the New Jersey Department of Community Affairs (DCA) and the United States Department of Housing and Urban Development (HUD).

B. Bureau Chief. The Bureau Chief of the Bureau of Housing shall be the Head of the Bureau and shall be responsible to the Deputy Director of the Department of Economic Development for its operation.

§ 1-158. Division of Engineering.

A. Under the direction and supervision of the Director of The Department of Economic Development, the Division of Engineering's functions and responsibilities shall include:

(1) Providing engineering advice and assistance to the Board of Chosen Freeholders, the County Manager and County departments/agencies; performing the engineering work and decisions involved with the design, maintenance and construction of roads, intersections, bridges, stormwater facilities, buildings, parks, and other projects and reviewing and approving plans and specifications, tabulating bids and recommending award of contracts; administering and inspecting for contract performance, certifying satisfactory contract performance for final payment and acceptance of work for County operational services projects. (2) Providing technical information on traffic and transportation matters and maintaining markings and signs on County roads.

(3) Performing its duties and responsibilities in conjunction and cooperation with the State Department of Transportation and municipalities of Union County, as necessary.

(4) Providing technical assistance to the municipalities of Union County, as necessary.

(5) Administering professional service contracts as necessary to implement and develop various County public works projects.

(6) Capital projects. The Division of Engineering shall be responsible for the administration, supervision and oversight of all capital projects within the County of Union.

B. Director of the Division of Engineering.

(1) Division head. The Director of the Division of Engineering shall be the head of the Division and shall be responsible to the Director of The Department of Economic Development for its operation. The Director of the Division of Engineering shall be a duly licensed professional engineer in the State of New Jersey. The Director of the Division of Engineering may be the County Engineer.

(2) The Director of the Division of Engineering will provide for the internal organization of the Division and assign and delegate work of the Division among its employees; install and maintain such administrative and financial controls and procedures as may be required for efficient management of the Division, including budget preparation activities, properties and equipment; prepare and submit such reports and recommendation with respect to the conduct, functioning and work of the Division as may be required.

C. Division organization.

(1) Within the Division, there shall be the following Bureaus:

(a) Bureau of Engineering Services;

(b) Bureau of Geographic Information Systems (GIS)

(c) Bureau of Information Technology

(2) Bureau Chief. The Chief of each bureau shall be in charge of the bureau and shall be responsible to the Director of the Division of Engineering.

D. The Bureau of Engineering Services functions shall include:

(1) Conducting investigations, studies, planning and surveys necessary for the preparation of preliminary designs, plans and specifications and making estimates of costs for road, intersection, bridge, culvert, storm drainage and flood control facilities construction, reconstruction, major repair, replacement and improvements.

(2) Preparing final plans, specifications and proposals for advertising to receive bids upon approval of preliminary plans.

(3) On receipt of bids, preparing reports and recommendations for contract awards or rejection of bids.

(4) Providing project construction administration and inspection for contract compliance to said plans, specifications and contracts.

(5) Complying with state and/or federal requirements and performing liaison work where state and/or federal funds are involved and obtaining state and/or federal approvals where required.

(6) Providing and maintaining surveys, maps, plans, specifications, operating records and files pertaining to County roads, bridges, sewers and storm drainage facilities; coordinating with the Bureau of GIS.

(7) Maintaining County rain charts, stream gage records and geodetic monument records.

(8) Providing surveyors, developers, municipalities and consultants with records and data maintained concerning the County's infrastructure, including roadways, bridges, stormwater management and flood control, etc.

(9) Providing material testing procedures relating to construction of County infrastructure.

(10) Preparing estimates for capital expenditure programs.

(11) Cooperating with public and private utilities in developing and coordinating County projects.

(12) Reviewing subdivision and development plans as to impacts on County roads, parks, bridges, stormwater facilities and flood control requirements.

(13) Maintaining records of the work of the Division of Engineering.

(14) Soliciting federal and state funding.

F. The Bureau of Geographic Information Systems' functions shall include:

(1) Preparing County maps, digitized photographs and creating specific information for County departments and municipalities to deal with issues of public safety, economic development, and transportation issues.

G. The Bureau of Information Technology functions shall include:

(1) Operating and maintaining all computer equipment and supporting devices in the data center to ensure that the computer output is accurate and on a timely basis.

- (2) Maintaining computer software which supports the successful operation of the data processing center.
- (3) Being responsible for the installation of management information systems.
- (4) Maintaining management information system modules and providing application support to the user departments and agencies.
- (5) Developing new management information system applications.
- (6) Being responsible for proper configuration and performance of centralized operating systems and local and wide area networks,
- (7) Being responsible for technical aspects of intersystem communication, including all levels of data processing protocols.
- (8) Being responsible for the continued support of departmental computer applications.
- (9) Being responsible for the implementation and maintenance of departmental systems and procedures.
- (10) Being responsible for the design and implementation of all new and changed reproducing equipment utilized by the County and handling planning and all related matters concerning the equipment.

Chapter 44, DEPARTMENT HEAD QUALIFICATIONS

§ 44-1. Enumeration of qualifications.

The Board of Chosen Freeholders of the County of Union hereby sets forth below the qualifications for persons to be appointed as department heads in the County of Union:

- A. No Change
- B. No Change
- C. No Change
- D. *Administrative Services.* The Director of the Department of Administrative Services shall have attained a degree from an accredited college institution in the field of personnel or public administration or a law degree or, in lieu thereof, shall have at least five years of responsible professional supervisory experience in the area of personnel administration and a thorough knowledge of the content, applications and accepted interpretation of the statutes of the State of New Jersey as may concern public personnel administration and the rules and procedures of the State Department of Civil Service.

Chapter 68, INDEMNIFICATION AND DEFENSE

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union as indicated in article histories. Amendments noted where applicable.]

ARTICLE I, Fees for Legal Counsel --Omitted

§ 68-1-THROUGH § 68-(4) omitted

Reserved