

**CITY OF NORTHFIELD, NJ  
ORDINANCE NO. 3-2020**

**AN ORDINANCE AMENDING CHAPTER 43 AND CHAPTER A376 OF  
THE CODE OF THE CITY OF NORTHFIELD**

**WHEREAS**, the City of Northfield has developed Personnel Policy governing various issues in the City of Northfield; and

**WHEREAS**, the City of Northfield has also developed detailed job descriptions for various positions throughout the municipality; and

**WHEREAS**, the City of Northfield wishes to amend certain sections of the City Code with regard to the City's officers and employees and job descriptions.

**BE IT ORDAINED**, by the Common Council of the City of Northfield, in the County of Atlantic and State of New Jersey as follows:

**Section I:** Chapter 43 Officers and Employees.

In addition to those officers, offices, positions and employees which are required and set forth pursuant to statute or which are set forth in any Collective Bargaining Agreement in effect within the City, both of which shall take precedence over this ordinance, the following position and job description are hereby placed in effect within the City of Northfield to be filled in the discretion of the Mayor and Council of the City of Northfield:

Article XV     Facilities Use / Events Coordinator

§ 43-57         Duties

Oversees the application process for use of municipal facilities by outside groups and acts as a liaison between the applicant and the municipality.

**Section II:** Chapter A376-404 job descriptions. The job description attached to this Ordinance as Exhibit "A" is specifically incorporated into this Ordinance and shall be adopted pursuant to this Ordinance and shall be kept on file in the City Clerk's Office

**Section III:** Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

**Section IV:** Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

**Section V:** Effective Date. This Ordinance shall take effect according to law after final passage and publication.

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Mary Canesi, RMC  
Municipal Clerk

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Erland Chau  
Mayor

The above Ordinance was introduced and passed on its first reading at a Regular meeting of the Common Council of the City of Northfield, New Jersey held on March 10, 2020 and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held March 24, 2020 in Council Chambers, City Hall, Northfield, New Jersey.

First Reading:	March 10, 2020
Publication:	March 14, 2020
Final Reading:	March 24, 2020
Publication:	March 28, 2020