

BOROUGH OF CRESSKILL

ORDINANCE NO. 20-06-1556

AN ORDINANCE OF THE BOROUGH OF CRESSKILL, NEW JERSEY, TO ESTABLISH THE POSITION OF DIRECTOR OF PARKS AND RECREATION OVERSEEING AND MANAGING THE SENIOR CENTER, COMMUNITY CENTER AND RECREATION DEPARTMENT

WHEREAS, the Council, at the direction of the Mayor, has conducted studies pertaining to the management of the Borough's Senior Center, Community Center, and Recreation Department and their respective Facilities; and

WHEREAS, the Council is of the Opinion that a Managerial Title of "Director of Parks and Recreation" be established, specifically to address the day to day management of the Borough's Senior Center, Community Center, and Recreation Department;

NOW, THEREFORE BE IT ORDAINED, that the Council of the Borough of Cresskill, this 21<sup>st</sup> day of October 2020, does hereby create the following Municipal Title and Job Description:

- 1) Chapter 44, Article VIII of the Revised General Ordinances of the Borough of Cresskill is created to establish and which shall be entitled "Director of Parks and Recreation" (a/k/a "Director of Parks and Recreation");
- 2) Chapter 44, Article VIII of the Revised General Ordinances of the Borough of Cresskill is created to establish the "Duties and Qualifications of the Director of Parks and Recreation";

**3) Subsection 44-37 Position Established.**

The position of Director of Parks and Recreation is hereby established.

**4) Subsection 44-38 Compensation.**

The Director of Parks and Recreation shall receive such compensation as the Mayor and Council shall annually determine by ordinance or resolution.

**5) Subsection 44-39 Duties.**

The duties of Director of Parks and Recreation shall include, but not be limited to, the following:

1. Maintain liaison between the Borough Administrator and Governing Body regarding the Senior Center, Community Center, and Recreation Department;
2. Advise the Administrator on all issues regarding personnel and administration of the Borough's Senior Center, Community Center, and Recreation Department and their respective facilities' maintenance;
3. Submit written monthly reports to the Borough Administrator regarding the activities of the Borough's Senior Center, Community Center, and Recreation Department;
4. Manage work operations and/or functional programs for the Borough's Senior Center, Community Center, and Recreation Department;
5. Supervise the establishment and maintenance of essential records and files regarding the Borough's Senior Center, Community Center, and Recreation Department;
6. Provide suitable assignments and instructions to the respective Department Heads of the Senior Center, Community Center, and Recreation Department;

7. Receive and address complaints with the assistance of the respective Department Heads relative to the Borough's Senior Center, Community Center, and Recreation Department and their respective facilities;
8. Plan and supervise the obtaining, storing, safeguarding, distributing and proper use of available funds, personnel, equipment, materials and supplies for the Borough's Senior Center, Community Center, and Recreation Department and their respective facilities;
9. In coordination with the respective Department Heads and Department of Public Works, direct snow and ice control in winter including salting, plowing, and removal;
10. Work with each Department Head and develop an effective work plan(s) relating to the Borough's Senior Center, Community Center, and Recreation Department and their respective facilities;
11. In coordination with the respective Department Heads and the Department of Public Works, develop, administer, and implement a variety of parks, buildings and grounds programs, including but not limited to, working with the Department of Public Works to request construction, reconstruction and improvements of public buildings and grounds, recreational and park facilities;
12. In coordination with the respective Department Heads, review and determine factors that cause inefficient or ineffective use of public funds related to the day-to-day operations of the Borough's Senior Center, Community Center, and Recreation Department and their respective facilities;
13. In coordination with the respective Department Heads, prepare recommendations for the improvement of processes and techniques used by the Borough's Senior Center, Community Center, and Recreation Department and their respective facilities;
14. In coordination with the respective Department Heads, prepare recommendations for submission to the Borough Administrator, establishing priorities between and among programs and proposed or implemental plans for Borough's Senior Center, Community Center, and Recreation Department and their respective facilities;
15. In coordination with the respective Department Heads, prepare formal recommendations for submission to the Borough Administrator, regarding annual capital improvement budgets;
16. Performs all other duties as may be assigned by the Borough Administrator.

**6) Subsection 44-40 Regulation**

In addition to the aforesated duties, the Director of Parks and Recreation shall be a non-voting member of the Recreation Advisory Board, Trustee of the Cresskill Community Center, and Trustee of the Senior Center Board;

**7) Subsection 44-41 Operation of Law**

By Operation of Law, this Ordinance amends, modifies and/or replaces Sections of the following Ordinances:

- i) Article IV, Recreation Advisory Board, §6-23;
- ii) Article X, Senior Center Board of Trustees, §6-55;
- iii) Article XII, Board of Trustees of the Cresskill Community Center, §6-74, et seq;
- iv) If there is any conflicting provision(s) between the Ordinance Sections aforesated and this Ordinance, it shall be conclusively presumed that this Ordinance supersedes and controls all other Ordinances;

**8) Subsection 44-42 Additional Responsibilities**

Specifically, this Ordinance amends Article IV, Recreation Advisory Board, §6-23, et seq. The Director of Parks and Recreation shall be the municipal representative and manager controlling and directing the following:

- i) All matters relating to the development and execution of all recreational activities within the Community Center;
- ii) All finance, personnel, programming, developing and implementing of public and community relations;
- iii) All advertising and coordinating activities and purpose for which the Recreational Facilities may be utilized;
- iv) All municipal recreational activities;
- v) All cultural events;
- vi) All classes and special events;
- vii) All fields and athletic facilities;
- viii) All sports programs approved and/or funded, in whole or in part, by the Borough;

**9) Subsection 44-43 Municipal Representative -Senior Center**

Specifically, this Ordinance Amends Article X, Senior Center Board of Trustees §6-55, et seq. The Director of Parks and Recreation shall be the municipal representative and manager controlling and directing the following:

- i) The senior center Department Head shall report to the Director of Parks and Recreation on all matters relating to the development and execution of all Senior Citizen activities within the senior citizen complex;
- ii) The senior center Department Head shall report to the Director of Parks and Recreation on all finance, personnel, programming, developing and implementing of public and community relations;
- iii) The senior center director shall report to the Director of Parks and Recreation on all advertising and coordinating activities and purpose for which the Senior Center may be utilized;

**10) Subsection 44-44 Municipal Representative -Community Center**

Specifically, this Ordinance Amends Article XII, Board of Trustees of the Cresskill Community Center (“Center”) §6-74, et seq. The Director of Parks and Recreation shall be the municipal representative and manager controlling and directing the following:

- i) The Center Department Head shall report to the Director of Parks and Recreation on all matters relating to the development and usage of the Community Center;
- ii) The Center Department Head shall report to the Director of Parks and Recreation on all finance, personnel, programming, developing and implementing of public and community relations;
- iii) The Center Department Head shall report to the Director of Parks and Recreation on all advertising and coordinating activities and purposes for which the Center is utilized;
- iv) The Center Department Head shall report to Director of Parks and Recreation of Municipal Operations who shall in turn report directly to the Borough Administrator;

**11) Subsection 44-45 Qualifications**

The Director of Parks and Recreation shall demonstrate to the satisfaction of the Borough of Cresskill, at a minimum, the following qualifications:

- a) Shall have a minimum of 5 years’ experience in Budgeting, Scheduling of Fields, and Facility Usage;  
Must possess a Bachelor’s Degree or higher in Parks and Recreation or Comparable Discipline;

**12) Subsection 44-46 Service at pleasure of Mayor and Council**

There is hereby created within the Borough of Cresskill, the position of Director of Parks and Recreation, who shall serve as a confidential employee of the Borough of

Cresskill who shall report directly and be responsive to the Borough Administrator. The position serves at the pleasure of the Mayor with the advice and consent of said Governing Body. The Department Heads of the Borough's Senior Center, Community Center, and Recreation Department or in their absence, the highest position in each, shall report directly to the Director of Parks and Recreation and shall receive assignments from the Director of Parks and Recreation. Nothing in this Ordinance is intended to limit or impair the duties, responsibilities or ability of the Borough Administrator to make workload assignments directly to any official or position in the Borough of Cresskill, nor is intended to limit or impair the ability of the Borough Administrator to directly communicate with any official or position in the Borough of Cresskill.

**Severability.** The various parts sections and clauses of this Ordinance re hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**Repealer.** Any Ordinance or parts therefor in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

**Non-Repealer.** All other Sections of the revised Borough Ordinances not specifically amended by the provisions of this Ordinance shall remain in full force and effect.

**Effective Date.** This Ordinance shall take effect immediately upon final passage and publications as required by Law.