

WARREN TOWNSHIP SEWERAGE AUTHORITY

RESOLUTION NO. 13-77

**RESOLUTION AUTHORIZING THE CREATION OF A
NEW DEPUTY ADMINISTRATOR POSITION FOR THE
WARREN TOWNSHIP SEWERAGE AUTHORITY, AND
FURTHER AUTHORIZING THE HIRING OF A SUITABLE
CANDIDATE**

WHEREAS, the Warren Township Sewerage Authority (“Authority”) has determined that its administrative needs require an additional full time employee beyond the two position that currently exist, those being the Administrator and the Administrative Assistance positions; and

WHEREAS, the Authority has determined that in order to better serve the needs of the Authority’s current and future customers and well as to meet the various operational, financial and other obligations of the Authority, it is in the best interests of the Authority to create a new position of Deputy Administrator, to assist in the administration of the Authority. The responsibilities of this position will be those identified in the Job Description dated July 11, 2013, and will include: generation and maintenance of financial records; generation of the budget and associated financial documents; management of accounts required by the Authority’ bond obligations; assist the Administrator in working the Authority’s consultants, contract operator, and billing software provider; and assuming the functions of Administrator when absent or unavailable. The responsibilities of the Deputy Administrator will include those financial accounting and budget preparation function currently being performed by an independent contractor, thereby eliminating the need for the expenditures associated with those services; and

WHEREAS, consistent with the Warren Township personnel policies which the Authority generally follows, the person hired for the Deputy Administrator position will initially be hired for a probationary period of six (6) months; and

WHEREAS, the Authority has determined that, given the nature of the responsibilities of the position of Deputy Administrator, the appropriate salary range for this position is between \$42,500 and \$52,500, depending on experience and qualifications.

NOW, THEREFORE, BE IT RESOLVED, by the Warren Township Sewerage Authority in the County of Somerset, New Jersey that the position of Deputy Administrator is hereby created whose duties include those set forth above and in the above-referenced job description, the salary for such position shall be between \$42,500 to \$52,500 depending on experience and qualifications.

BE IT FURTHER RESOLVED that the Administrator is authorized to post a notice of such position, in conjunction with the Authority Chairman to review and evaluate applications for the position and to conduct interviews as they may deem appropriate, and to hire an applicant at salary within the range set forth above.

Moved by Mr. Truglio
Seconded by Mr. Checchio

Roll Call Vote	Yes	No
Chairman Reeder	x_____	_____
Mr. Truglio	x_____	_____
Ms. Garafola	_____	_____
Mr. Mosquera	_____	_____
Mr. Vetter	_____	_____
Mr. Checchio (Alt 1)	x_____	_____
Mr. Paolella (Alt 2)	_____	_____

CERTIFICATION

I, Deborah Catapano, Secretary of the Warren Township Sewerage Authority in the County of Somerset, New Jersey, do hereby certify that the above resolution is a true and correct copy of a resolution adopted at a meeting of the Warren Township Sewerage Authority on July 17, 2013.



Deborah Catapano, Authority Secretary