

ORDINANCE NO. 2007- 33

**AN ORDINANCE OF THE TOWNSHIP OF LACEY,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
AMENDING AND SUPPLEMENTING CHAPTER 79
OF THE TOWNSHIP CODE, ENTITLED "OFFICERS
AND EMPLOYEES," SO AS TO CREATE THE
POSITION OF COORDINATOR OF SCHEDULING,
RECREATIONAL ACTIVITIES**

BE IT ORDAINED, by the Mayor and Township Committee of the Township of Lacey, County of Ocean, State of New Jersey, as follows:

SECTION 1. Chapter 79 of the Township Code of the Township of Lacey, entitled "Officers and Employees," is hereby amended and supplemented so as to provide for the position of "Coordinator of Scheduling, Recreational Activities," which shall provide as follows:

ARTICLE XCIII

Coordinator of Scheduling, Recreational Activities

§ 79-356. Position created.

There is hereby created the position of Coordinator of Scheduling, Recreational Activities for the Township of Lacey.

§ 79-357. Duties.

Under the supervision of the Director of Recreation, the duties of the Coordinator of Scheduling, Recreational Activities shall include, but not be limited to, the scheduling of numerous and carried recreational activities for a park or park system or recreational site. The Coordinator of Scheduling, Recreational Activities shall also perform such other related work as required.

§ 79-358. Qualifications.

To be appointed to the position of Coordinator of Scheduling, Recreational Activities, an individual must meet the following requirements:

- A.** Possess knowledge of coordinating and scheduling numerous and varied recreational events so as to avoid conflicts.
- B.** Possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
- C.** Possess knowledge of equipment, material or services needed for recreational activities.
- D.** Possess knowledge of office methods, practices and equipment.

- E.** Possess knowledge of rules, regulations and procedures governing public use of the park or recreational site.
- F.** Possess the ability to understand regulations and procedures and apply them to coordinate specific activities.
- G.** Possess the ability to organize assigned work and develop effective work methods.
- H.** Possess the ability to orally communicate operational information and to prepare concise written reports and memorandums.
- I.** Possess the ability to establish and maintain effective and cooperative working relationships with participants, associates and the public.
- J.** Possess the ability to keep accurate records and files.
- K.** Possess the ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- L.** Possess the ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication;
- M.** Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

§ 79-359. Compensation.

The salary for the Coordinator of Scheduling, Recreational Activities shall be determined from time to time by the Township Committee and shall be paid in accordance with the provisions of the Salary Ordinance of the Township of Lacey.

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 4. This ordinance shall take effect after second reading and publication as required by law.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed by the Township Committee on first reading at a meeting of the Township Committee of the Township of Lacey held on the **13th** day of **September, 2007**, and will be considered for second reading and final passage at a regular meeting of the Township Committee to be held on the **27th** day of **September, 2007**, at 7:00 p.m., at the Municipal Building located on Lacey Road in Forked River, New Jersey, at which time and place any persons desiring to be heard upon the same will be given the opportunity to be so heard.

VERONICA LAUREIGH
Municipal Clerk