

**ORDINANCE 959**

**AMENDING CHAPTER 25, OFFICERS AND EMPLOYEES, IN THE CODE OF THE  
BOROUGH OF BARRINGTON, ADDING ARTICLE VII, CREATING THE POSITION OF  
PURCHASING AGENT**

**ARTICLE I.                      ARTICLE VII.                      SECTION 25-22                      Position Created**

The position of Municipal Purchasing Agent for the Borough of Barrington is hereby created and employment of a qualified person for that position is hereby authorized.

**ARTICLE II.                      ARTICLE VII.                      SECTION 25-23                      Qualifications**

The Municipal Purchasing Agent shall be qualified pursuant to N.J.S.A. 40A:11-9(b).

**ARTICLE III.                      ARTICLE VII.                      SECTION 25-24                      Duties**

The Municipal Purchasing Agent shall perform such services and have such duties as follows:

- A. Monitor the municipal purchasing manual and update annually.
- B. Work with all the municipal departments with price quote development.
- C. Working in conjunction with department heads, make sure quotes and bids for purchases are completed properly.
- D. Monitor and track all bids and purchasing agreements during the year.
- E. Ensure that all bid specifications are in conformance with guidelines of municipal officials prior to advertising.
- F. Review all bid specifications prepared for completeness and submit to the Municipal Attorney for final review.
- G. Review all bid specifications prepared by outside agents for completeness and submit to Municipal Attorney for final review.
- H. Advertise all bids and quotes as necessary and needed by all departments.
- I. Accept bid submissions and coordinate and manage bid openings
- J. Review of bid submissions and send to Municipal Attorney for final review.
- K. Working in conjunction with department head, prepare recommendation of award for presentation to Governing Body.

**ARTICLE IV.                      ARTICLE VII.                      SECTION 25-25                      Appointment**

The Municipal Purchasing Agent shall be appointed by the Mayor with the advice and consent of Council.

**ARTICLE V.                      ARTICLE VII.                      SECTION 25-26                      Term of Office**

The term of office of the Municipal Purchasing Agent shall be at the pleasure of Borough Council and he/she may be removed at any time by a 2/3 vote of the Council.

**ARTICLE.                    ARTICLE VII.                    SECTION 25-27                    Compensation**

The compensation of the Municipal Purchasing Agent shall be as set forth in the Borough of Barrington Salary Ordinance and amendments thereto.

**Approved:** \_\_\_\_\_ **Attest:**\_\_\_\_\_

**Introduced:**

**Adopted:**