

**ORDINANCE NO. 2547**

**AN ORDINANCE AMENDING CHAPTER II, ARTICLE II, SECTION 2-20  
OF THE CODE OF THE BOROUGH OF ROSELLE PARK TO BE ENTITLED,  
“QUALIFIED PURCHASING AGENT”**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Roselle Park, County of Union and State of New Jersey that Chapter II, Article II, Section 2-20 of the Code of the Borough of Roselle Park be and hereby is amended as follows:

**SECTION 1.**                    2-20 ~~RESERVED.~~  
**QUALIFIED PURCHASING AGENT.**

**SECTION 2.**                    **2-20.1 Position Created.**

There is hereby created the position of Qualified Purchasing Agent within the Borough of Roselle Park; a statutory position established pursuant to the New Jersey Local Public Contract Law, N.J.S.A. 40A:11-1 et seq., and N.J.A.C. 5:32-4 et seq.

**SECTION 3.**                    **2-20.2 Appointment and Term.**

The position of Qualified Purchasing Agent shall be appointed by the Mayor with the advice and consent of the Borough Council. Such individual shall serve for a term as contractually agreed between the Borough of Roselle Park and the appointee.

**SECTION 4.**                    **2-20.3 Compensation.**

The Qualified Purchasing Agent shall receive such salary as may be established within the guides of the prevailing Salary Ordinance of the Borough.

**SECTION 5.**                    **2-20.4 Qualifications.**

The Qualified Purchasing Agent shall possess professional certification as a Qualified Purchasing Agent as recognized and promulgated by the Division of Local Government Services within the State of New Jersey Department of Community Affairs pursuant to N.J.S.A. 40A:11-9. In addition to such certification, the Borough of Roselle Park may qualify such an employee based on their professionalism, knowledge, and proven dedication to the community.

**SECTION 6.**                    **2-20.5 Duties and Responsibilities.**

- a. Work to ensure the Borough of Roselle Park’s compliance with the provisions of the New Jersey Local Public Contracts Law.
- b. Develop and recommend comprehensive purchasing procedures for use by the Borough of Roselle Park and its agencies.
- c. Develop and recommend comprehensive guidelines for vendors or other entities seeking to do business with the Borough of Roselle Park.

- d. Develop and recommend methods to continually modernize and update the procurement systems and techniques used by the Borough of Roselle Park.
- e. Work cooperatively with Borough departments, personnel, and contracted professionals to ensure the effective and timely delivery of goods and services.
- f. Oversee and execute all procurement functions on behalf of the Borough of Roselle Park, including, but not limited to:
  - 1. Finalizing bid specifications.
  - 2. Finalizing proposal solicitation documents.
  - 3. Reviewing quotes as received by end-user departments.
  - 4. Receiving bids on behalf of the Borough.
  - 5. Reviewing bid documentation as received.
  - 6. Recommending action on publically bid items.
  - 7. Researching cooperative and other group purchasing opportunities.
- g. Perform such other duties as may be assigned to them by the Mayor and Council.

**SECTION 7.**           Invalidity

If any section or portion of a section of this Code shall be invalid for any reason, such invalidity shall not affect the validity of the remaining sections or portions of this Ordinance.

**SECTION 8.**           Inconsistent Ordinances Repealed.

All ordinances or parts of ordinances, to the extent that they are inconsistent herewith, are hereby repealed.

**SECTION 9.**           Captions.

Captions contained in this Ordinance have been included only for the purpose of facilitating reference to the various sections and are not intended and shall not be utilized to construe the intent and meaning of the text of any section.

**SECTION 10.**       Effective Date.

This amendment to the Code of the Borough of Roselle Park shall become effective upon publication and in accordance with law.