

**TOWNSHIP OF CRANFORD  
CRANFORD, NEW JERSEY**

**ORDINANCE NO. 2022-21**

**AN ORDINANCE FIXING THE SALARIES AND WAGES OF CERTAIN OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF CRANFORD, NEW JERSEY FOR THE YEAR 2022**

**BE IT ORDAINED** by the Township Committee of the Township of Cranford, New Jersey, that the following positions are hereby established and re-established and the annual salary for each position shall be as set forth below:

**SECTION 1. Position, Titles, and Salary Ranges of Certain Officials, Full-Time and Unclassified Personnel**

The annual salary of certain officials, full-time employees and unclassified employees of the Township of Cranford is to fall within the following ranges:

<u>Position Title</u>	<u>Salary Range</u>
Chairperson/Mayor	\$ 2,818
Member of Township Committee/Commissioner	\$ 2,557
Township Administrator	\$125,000 - \$190,000
Chief of Police	\$148,000 - \$190,000
Chief of Fire	\$134,366 - \$180,500
Chief Financial Officer	\$106,951 - \$170,000
Township Engineer	\$ 99,218 - \$140,000
Construction Code Official/Building Subcode	\$ 99,218 - \$135,000
Public Works Superintendent	\$ 81,000 - \$130,000
Recreation and Parks Director	\$ 81,000 - \$135,000
Tax Assessor	\$ 81,000 - \$110,200
Township Clerk	\$ 78,157 - \$110,000
Health Officer	(Shared Service)
Assistant Engineer	\$ 78,157 - \$ 95,000
Director of Planning/Zoning	\$ 74,043 - \$ 95,000
Assistant Public Works Superintendent	\$ 92,000 - \$ 105,000
Facilities Manager	\$ 45,000 - \$ 81,600
Director – Downtown Management Corp	\$ 67,133 - \$107,000
Zoning Officer	\$ 62,525 - \$ 85,000
Tax Collector	\$ 62,525 - \$ 85,000
Deputy Municipal Clerk	\$ 50,000 - \$ 70,000
Deputy Tax Collector	\$ 50,000 - \$ 70,000
Municipal Court Administrator	\$ 53,657 - \$ 90,000
Municipal Court Clerk	\$ 29,250 - \$ 46,236
Facility Manager – Pool	\$ 53,657 - \$ 73,000
Registered Environmental Health Specialist	\$ 53,657 - \$ 85,000

Purchasing Agent/Financial Specialist	\$ 53,657 - \$ 90,000
Payroll/Financial Specialist	\$ 53,657 - \$ 85,000
Assistant CFO	\$ 53,657 - \$ 90,000
Assistant to the Township Administrator	\$ 53,657 - \$ 75,000
Executive Secretary	\$ 47,777 - \$ 75,000
Administrative Assistant	\$ 31,172 - \$ 70,000
Registrar (FT)	\$ 47,777 - \$ 70,000
Communications Officer	\$ 32,200 - \$ 65,000
TV 35 Station Manager	\$ 20,000 - \$ 50,000
Constituent Services Coordinator	\$ 45,000 - \$ 65,000
Administrative Assistant /Technical Assistant	\$ 31,172 - \$ 55,000
Technical Assistant Supervisor	\$ 48,500 - \$ 70,000
Assistant Director of Library	\$ 62,748 - \$ 92,000
Assistant Zoning Officer	\$ 31,172 - \$ 60,000
Building Inspector	\$ 54,820 - \$ 80,000
Deputy Court Administrator	\$ 30,000 - \$ 73,000
Electrical Sub-Code Official/Electrical Inspector	\$ 59,590 - \$ 104,000
Emergency Management Coordinator	\$ 10,200 - \$ 22,200
Engineering Aide II	\$ 49,593 - \$ 70,000
Emergency Medical Technician (FT)	\$ 45,700 - \$65,000
Fire Subcode/Fire Inspector (FT)	\$ 30,000 - \$ 60,000
Fire Subcode Official (PT)	\$ 25,000.00
Municipal Judge	\$ 35,464 - \$ 57,939
Office Assistant	\$ 10,000 - \$ 41,136
Parking Enforcement Officer	\$ 35,880 - \$ 46,000
Plumbing Sub-Code Official/Plumbing Inspector	\$ 38,574 - \$ 73,124
Property Maintenance Officer	\$ 15,000 - \$ 30,000
Scribe	\$ 7,083 - \$ 10,838
Traffic Maintenance Person	\$ 42,509 - \$ 85,000
Wastewater Collection System Operator	\$ 10,000 - \$ 15,000
Assistant to the Tax Assessor	\$ 31,172 - \$ 55,000
Assistant Zoning Officer	\$ 31,172 - \$ 61,500
Director of Library	\$ 66,950 - \$115,000
Graphic Technician – TV35	\$ 3,000 - \$ 30,000
Senior Account Clerk	\$ 28,458 - \$ 46,236
General Maintenance Person II	\$ 28,458 - \$ 46,970
General Maintenance Person III	\$ 35,423 - \$ 54,198
Principal Clerk I	\$ 28,458 - \$ 41,136
Records Clerk (FT)	\$ 29,250 - \$48,500
Land Use Administrator	\$ 42,509 - \$ 85,000
Program Coordinator	\$ 47,777 - \$ 70,000
Program Specialist	\$ 35,464 - \$ 57,939
Fitness Center Manager	\$ 35,464 - \$ 57,939

**SECTION 2. Part-Time Personnel**

The hourly salary range for miscellaneous & part-time employees of the Township of Cranford is not to fall below the State of New Jersey's minimum wage rate or exceed the following:

<b><u>Position Title</u></b>	<b><u>Per Hour</u></b>
Assistant Playground Director	\$13.00 - \$17.00
Assistant Pool Manager	\$15.00 - \$25.00
Assistant Tennis Instructor	\$13.00 - \$17.00
Babysitter	\$13.00 - \$20.00
Basketball Referee (per game)	\$35.00 - \$55.00
Community Center Supervisor	\$13.00 - \$20.00
Conservation Center	\$13.00 - \$18.80
Court Escort	\$14.13
Crossing Guard	\$16.00 - \$18.00
Desk Clerk	\$13.00 - \$20.00
Emergency Medical Technician (per diem)	\$17.00 - \$25.00
Fitness Desk	\$13.00 - \$20.00
Head Tennis Instructor	\$13.00 - \$20.00
Instructor (Swim)	\$13.00 - \$20.00
Kidz Club Counselor	\$13.00 - \$17.00
Kidz Club Supervisor	\$13.00 - \$20.00
Library	\$13.00 - \$25.00
Lifeguard	\$13.00 - \$20.00
Office Assistant	\$16.00 - \$25.00
Clerk/Receptionist	\$16.00 - \$25.00
Maintenance	\$13.00 - \$20.00
Parking Enforcement Officer	\$13.00 - \$25.00
Playground Director	\$13.00 - \$20.00
Pool Recreation Director	\$13.00 - \$20.00
Public Works Assistant	\$13.00 - \$18.00
Records Clerk	\$18.00 - \$22.00
Registration Clerk	\$15.00 - \$25.00
Registrar	\$16.00 - \$25.00
Registered Environmental Health Specialist	\$16.00 - \$38.00
Senior Account Clerk	\$17.00 - \$25.00
Senior Citizen Bus Driver	\$20.00 - \$30.00
Social Service Program Instructor	\$15.00 - \$25.00
Special Law Enforcement Officer	\$25.00 - \$70.00
Swim Pool Maintenance	\$13.00 - \$20.00
TV 35 Assistant	\$13.00 - \$25.00
TV 35 Station Manager	\$23.50 - \$35.00

Youth Open Center	\$13.00 - \$20.00
Covering Building Inspector/Subcode	\$35.00 - \$45.00
Covering Electrical Inspector/Subcode	\$35.00 - \$45.00
Covering Fire Inspector/Subcode	\$35.00 - \$45.00
Covering Plumbing Inspector/Subcode	\$35.00 - \$45.00
Covering Court Clerk	\$25.00 - \$35.00

**SECTION 3. Seasonal Personnel**

The salary range for seasonal employees of the Township of Cranford is not to fall below the State of New Jersey's minimum wage rate or to exceed the following:

<b><u>Position Title</u></b>	<b><u>Per Season</u></b>
Assistant Summer Basketball Director	\$225.00 - \$280.00
Assistant Summer Swim Team Coach	\$2,600.00
Elementary Cooking Instructor	\$135.00 - \$225.00
Field Hockey Assistant Instructor	\$215.00 - \$280.00
Field Hockey Instructor	\$285.00 - \$380.00
Kinder Arts & Crafts	\$135.00 - \$275.00
Kinder Cooking Instructor	\$135.00 - \$275.00
Summer Basketball Director	\$400.00 - \$550.00
Summer Swim Team Coach	\$2,900.00
Volleyball Supervisor	\$350.00 - \$600.00
Seasonal Traffic Maintenance	\$14.00 - \$20.00
Seasonal Worker - DPW	\$14.00 - \$20.00

**SECTION 4. Determination Of Salaries In Ranges.**

Initial placement of employee salaries shall be at or within the aforesaid ranges as recommended by the Township Administrator and approved by the Township Committee. Thereafter, for all positions in Sections 1-3, employees who are not at the maximum salary within the range for their job title shall be eligible for an increase based on their performance until the maximum salary for the position is reached.

All employees will be reviewed by their supervisor in line with the Township Personnel Policy Manual. Unless prohibited under the terms of a collectively bargained agreement or an individual contract, a salary increase, if any, shall be based on the employee's job performance consistent with the table below as recommended by the Township Administrator and approved by the Township Committee.

<b><u>Performance Rating</u></b>	<b><u>Salary Increment</u></b>
<b>Distinguished:</b> The employee performs well above expected standards, exceeding normal performance standards and expectations in most areas.	<b>3%</b>
<b>Meets Standards:</b> The employee meets the job standards for the position. Progress in developing skills is at an acceptable pace. The employee exhibits no significant problems.	<b>2%</b>
<b>Needs Improvement:</b> The employee is making acceptable progress but needs improvement to meet the performance standards and criteria for the position. Progress is slower than would normally be expected.	<b>1%</b>
<b>Unsatisfactory:</b> The employee's performance is unsatisfactory, job standards are not being met, and major improvement is required.	<b>0%</b>

**SECTION 5. Cost of Living Adjustments (COLA)**

For all positions in Sections 1-3, except Mayor/Chairperson and Township Committee Member, upon satisfactory job performance and recommendation of the Township Administrator, all employees may be considered for a Cost-of-Living Adjustment (COLA) based on the average yearly percentage increase of Township collectively bargained agreements.

**SECTION 6. Temporary Filling of Vacancies**

The Township Administrator is authorized to make temporary appointments of part-time or full-time positions to fill vacancies for any positions that are not statutory or department head positions, provided that sufficient funds are available as appropriated by the Township Committee in the Township budget. Positions filled on a part-time basis shall be compensated at the above annual rates converted to hourly rates or pro-rated. The temporary filling of statutory and department head positions shall require the approval of the Township Committee.

**SECTION 7. Positions Covered By Collective Bargaining Agreements**

Notwithstanding any of the provisions herein, positions covered by a collective bargaining agreement shall be compensated as per the terms of said agreements.

**SECTION 8. Repeal of Inconsistent Ordinances**

All Ordinances or parts of Ordinances inconsistent herewith are repealed.

Introduced: September 27, 2022

Adopted: October 25, 2022

Approved:

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Kathleen Miller Prunty

Chair, Township Committee

ATTEST:

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Patricia Donahue  
Township Clerk

**RECORDED VOTE**

**INTRODUCED**

**ADOPTED**

Kathleen Miller Prunty

Aye

Aye

Brian Andrews

Aye

Aye

Jason Gareis

Absent

Aye

Gina Black

Aye

Aye

Mary O'Connor

Aye

Aye