

AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE  
AMENDING ORDINANCE NO. 993 TO CREATE THE ADMINI-  
STRATIVE ORGANIZATION AND SPECIFY DUTIES AND  
RELATIONSHIPS OF MANAGEMENT AND PERSONNEL

Section 1. Article III of Ordinance No. 993 is amended to read as follows:

Article III. Administrative Organization

Section 01. Municipal Manager's Staff and Departments

The Municipal Manager's staff shall consist of the following positions:

Deputy Municipal Manager for Physical Services;  
Deputy Municipal Manager for Human Services;  
Director of Law;  
Administrative Assistant;

The Municipality shall have the following administrative departments:

Department of Finance and Personnel;  
Department of Community Development;  
Department of Public Safety;  
Department of Public Works;  
Department of Recreation and Parks; and  
such other departments as may be created by amendment to this code.

Positions on the Municipal Manager's staff shall be operated under the supervision of the Municipal Manager. Department directors or other levels of management personnel given program responsibility but not director status shall be operated under the supervision of the Deputy Manager for Physical Services or the Deputy Manager for Human Services as follows:

The Deputy Municipal Manager for Physical Services;  
Department of Public Safety;  
Department of Public Works;  
Municipal Engineer;  
Deputy Municipal Manager for Human Services;  
Department of Community Development;  
Department of Recreation and Parks; and  
personnel associated with the following programs:

Civil Defense and Emergency Preparedness;  
Senior Citizens;  
Public Information and Relations including CATV;  
Liaison support for boards, commissions, and authorities;  
Real property scheduling and maintenance;  
Liaison with the Monroeville Public Library; and  
Liaison with the Monroeville Historical Society.

Section 02. Municipal Manager's Staff and Directors of Departments as provided in Section 702 B of the Home Rule Charter

The Municipal Manager with the consent of Council shall appoint the Municipal Manager's staff and all department heads each of whom shall be known as the director of his or her department. The Municipal Manager's staff and department heads shall be chosen solely on the basis of the executive, administrative, and technical qualifications appropriate to the functions and duties of the respective staff responsibility or departments and shall be subject to removal at the discretion of the Manager as provided in Section 702 A of the Home Rule Charter provided that the Municipal Manager may serve as a staff member or a director of any department until the appointment of a separate staff member or director shall be made.

Section 03. Duties of the Municipal Manager's Staff and of the Directors

Under the direction of the Manager the Municipal Manager's staff shall:

- A. Be immediately responsible to the Manager for the effective administration of the departments and activities and the functions assigned thereto;
- B. Be responsible for the work and performance of the departments assigned and activities and direct the work of the directors or management level personnel with program responsibility assigned;
- C. Subject to the approval of the Manager, describe the internal organization of the departments and activities assigned, and develop a detailed manual of policies and procedures for discharge of duties and responsibilities, prepare and submit to the Manager whatever reports the Manager may require including periodic reports of staff position activities, budget and financial reports, annual goals and objectives;
- D. Performance reports and evaluations: Provide for the highest standard of service in terms of quantity and quality of the budget for the respective responsibilities assigned;
- E. Recommend to the Municipal Manager policies and procedures designed to improve the quality and/or quantity of Municipal services provided;
- F. Establish, maintain and preserve a system of filing and indexing of reports and records in sufficient detail so as to have all information necessary for proper control of responsibilities and activities and to form the basis for periodic reports to the Manager; and
- G. To serve as staff resource person or staff responsible to a committee, board or commission that is assigned by the Manager.

Section 04. Duties of the Directors

- A. Direct employees in the performance of all duties and responsibilities required of the department and its subordinate agency as provided by law, or this code, by any other ordinance of the Municipality or by administrative policies and procedure directives, and such other duties as may be required by the Manager, by the Manager's staff representative with responsibility for the program, and which are not in conflict of law of the Home Rule Charter, or any other provisions of this or any other ordinance of the Municipality;

- B. Assign duties to subordinate officers and employees within the department and to modify those assignments in keeping with the general ordinance and guidelines established by the Manager or his staff representative with accountability for the department;
- C. Furnish to any department or agency of the Municipality in the service, labor and material that may be needed to perform a Municipal function or service;
- D. Be responsible for the work of the department and direct the work of the employees of the department, recommend funding levels to carry out the duties of the department, recommend the approval of expenditures, recommend departmental operations and/or methods for improvement of the department and report regularly to the Manager's staff representative on departmental activities and to the Manager when requested.

Section 05. Department of Finance and Personnel

The functions of the Department of Finance and Personnel shall be the administration and direction of the Municipal activity pertaining to:

1. The receipt, expenditure, accounting, investment, custody and control of municipal funds, assets, and property, except to the extent that any such activity is expressly charged to any other department, office, or agency;
2. The development and enforcement of personnel rules and regulations, participation in and direction of labor relations and contract regulations training of personnel, and administration of the position classification system, the wage and salary plan, and the fringe benefit program for personnel;
3. The processing of facts and figures utilizing electronic data processing equipment for the purpose of analysis, efficiency, and economy;
4. The purchase of materials and services for use by the Municipality pursuant to Article XIV of the Home Rule Charter, applicable ordinances, and administrative policies and procedures, the development of specifications for materials and services based upon the operational needs of the municipality. The development and administration of contractual documents with vendors, and the maintenance of inventory controls over purchase items in keeping with section 702 (q) of the Home Rule Charter, applicable ordinances, and administrative policies and procedures.
5. The preparation of budgetary information necessary to support the Municipal Manager in the development of the annual budget and the capital improvements budget and the preparation of reports and studies necessary to provide information necessary for proper budgetary controls.

ENACTED AND ORDAINED into ordinance this 12th day of February, 1980

(SEAL)

ATTEST:

MUNICIPALITY OF MONROEVILLE

S/ Marshall W. Bond  
Municipal Manager

S/ Michael P. Lynch  
Mayor

Entered in Legal Book February 22, 1980