

Chapter 2

(Title 2, Chapter 2 adopted by Ordinance 2008-12, effective March 11, 2008)

City Government Organization

Sections:

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Section 2-2-1. City organization.

The city organization shall be divided into such offices, departments, divisions, sections, boards, bureaus, committees or commissions as the mayor shall determine appropriate with the advice and consent of the city council of the city.

Section 2-2-2. Duties of city department heads.

The city department heads shall:

- A. Be responsible to the mayor and city council through the mayor for the effective administration of their respective departments and all activities assigned thereto.
- B. Be responsible to implement the ordinances, resolutions, rules and regulations, directives, and service levels of the mayor and city council within the budget parameters established by the city council to achieve the goals of the elected officials.
- C. Develop and maintain up to date departmental policies, procedures and instructions for carrying out departmental operations in conformity with city ordinances, rules and regulations and directives of the mayor and city council.
- D. Be responsible for planning, organizing, supervising and directing the operations of the departments and for the full and effective use of personnel, equipment and financial resources assigned to the department.
- E. Assign subordinate employees in the department to any duty which in his or her judgment the good of the city requires.
- F. Establish department goals, priorities and work plans consistent with the goals and priorities of the mayor and city council.
- G. Conduct performance evaluations of department employees in accordance with the personnel policies and regulations of the city.
- H. Implement risk management programs required by the city insurance carriers, city attorney, personnel director or mayor to protect the health, safety and welfare of city employees and public; prevent financial losses and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums; conduct affairs of the department to reduce the potential for claims and lawsuits against the city.
- I. Maintain spending within the budget parameters established by the city council and the mayor
- J. Purchase equipment, supplies and services in accordance with the procurement rules,

departmental budgets and regulations of the city.

K. Recruit, select and appoint employees in accordance with the personnel policies and regulations of the city.

L. Keep informed as to the latest practices in their particular field and inaugurate such new practices within the parameters of city ordinances, resolutions, policies and regulations and in the most efficient and effective manner possible.

M. Create and maintain a work environment free from sexual harassment and discrimination based on race, color, age, sex, religion or national origin.

N. Submit reports as required by the mayor or city council detailing the activities of the department.

O. Establish and maintain a system of filing and indexing records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for periodic reports to the mayor and city council.

P. Be responsible for the proper maintenance of all city property and equipment used in his or her department.

Section 2-2-3. General Requirements.

All departments and units thereof shall:

A. Be open during regular business hours, as defined by State Law and the Mayor.

B. Make a daily deposit with the city treasurer or her designee of any public monies.

C. Pay out monies belonging to the city only in the manner prescribed by law, ordinance, policy or regulation.

D. Deliver all records, documents and property of every description, belonging to the office or to the city, to the successor in office.

Section 2-2-4. Interdepartmental Cooperation.

Each department shall cooperate with other departments and furnish, upon the direction of the Mayor or city council, any other department such service, labor, and materials as may be requisitioned by the head of such department.

Section 2-2-5. Management Positions.

The mayor may create management positions as deemed necessary for the administration of the city. The powers and duties of said positions shall be prescribed by the mayor with the advice and consent of the city council.