

ARTICLE 107

Departments

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CROSS REFERENCE

Appointment of Business Administrator - See 3rd Class City Charter Law §416 (53 P.S. §41416)

107.01 DEPARTMENTS ENUMERATED.

The City shall have the following departments under the supervision of the Mayor:

- (a) Administration.
- (b) Community and Economic Development.
- (c) Public Works.
- (d) Police.
- (e) Fire.
- (f) Water and Sewer Resources.

(Ord. 2409 §1. Passed 1/29/1974; Ord. 3357. Passed 10/16/1990; Ord. 3894. Passed 6/16/1998; Ord. 2016-32. Passed 11/15/2016; Ord. 2019-39. Passed 12/3/2019.)

107.02 DEPARTMENT HEADS.

(a) Each department shall, except in the case of the Police and Fire Departments, be headed by a Director. The Police Department and Fire Department shall be headed by a Chief. (Ord. 2409 §2. Passed 1/29/1974; Ord. 2012-14. Passed 5/1/2012.)

(b) Each department head shall serve, subject to removal at the pleasure of the Mayor, during the term of office of the Mayor appointing him and until his successor is appointed and qualifies. In the event that a Chief or Deputy Chief has been promoted from a position covered by civil service protection he shall be entitled, upon termination of service as Chief or Deputy Chief, to return to the last position covered by civil service held before promotion to the rank of Chief or Deputy Chief. (Ord 2012-14. Passed 5/1/2012.)

(c) Subject to provisions of Article XLIV of the Third Class City Code as to civil service, department heads shall appoint subordinate officers and employees within their respective departments and may, with the approval of the Mayor, remove any such officers or employees.

(d) The head of each department, under the supervision of the Mayor and subject to the Charter and his Title, shall:

- (1) Prescribe the internal organization of the department and the duties of subordinate officers and employees within the department;
- (2) Assign functions, powers and duties to subordinate officers and employees within the department and modify such assignments as need appears;
- (3) Supervise the work of the department through the divisions established by this Title and such other organization units as the head of the department may find necessary or desirable, and supervise and direct the work of the employees of the department;
- (4) Delegate to division heads such of his powers as he may deem necessary for efficient administration;
- (5) Report at least annually to the Mayor and Council in such form as shall be approved by the Business Administrator on the work of the department during the preceding year.

(Ord. 2409 §2. Passed 1/29/1974.)

107.03 DEPARTMENT OF ADMINISTRATION.

The Department of Administration, under the Business Administrator, shall establish and supervise standard personnel policies and practices, shall assist the Mayor in the preparation of the annual budget, and shall monitor expenditures and revenues of said budget throughout the course of the fiscal year. The Business Administrator shall administer a centralized purchasing system for all the departments of the City government, and shall maintain and supervise all Commonwealth of Pennsylvania Act 511 tax programs. The Business Administrator shall also supervise the Information Services Bureau, the Financial Services Bureau, and the Golf Course Enterprise. (Ord. 2987 §1. Passed 4/2/1985; Ord. 2009-12. Passed 5/20/2009; Ord. 2019-39. Passed 12/3/2019.)

107.04 DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

The Department of Community and Economic Development shall provide and coordinate those services which are required to ensure proper planning, economic development, zoning, housing and building inspections, environmental and personal public health, and social services. (Ord. 3051 §1. Passed 12/17/1985; Ord. 3357. Passed 10/16/1990; Ord. 4220. Passed 11/5/2003.)

107.05 DEPARTMENT OF PUBLIC WORKS.

The Department of Public Works shall be responsible for the operation of the Streets Bureau, Traffic Maintenance Bureau, Urban Forestry, Electrical Bureau, Mechanical Maintenance Bureau, Grounds Maintenance Bureau, Facilities Bureau, Bureau of Recreation including the swimming pools, skating rink, recreation facility rentals, and programs, and Engineering Bureau including engineering, construction and maintenance of City road infrastructure and physical assets of the City. This Department shall provide engineering services not only for its own activities but also in cooperation with the operating activities of the other departments of the City government. (Ord. 2987 §1. Passed 4/2/1985; Ord. 3183 §2. Passed 5/3/1988; Ord. 3894. Passed 6/16/1998; Ord. 2009-12. Passed 5/20/2009; Ord. 2016-32. Passed 11/15/2016; Ord. 2019-39. Passed 12/3/2019.)

107.06 POLICE DEPARTMENT.

The Police Department shall be responsible for all police services required for the protection of the residents of the City, along with Emergency Management. (Ord. 2409 §4. Passed 1/29/1974; Ord. 2019-39. Passed 12/3/2019.)

107.07 FIRE DEPARTMENT.

The Fire Department shall be responsible for the fire and fire inspection services for the protection of the residents of the City, along with Emergency Medical Services. (Ord. 3051 §2. Passed 12/17/1985; Ord. 4220. Passed 11/5/2003.)

107.08 DEPARTMENT OF WATER AND SEWER RESOURCES.

The Department of Water and Sewer Resources shall be responsible for the operation of the sewer system including the Wastewater Treatment Plant, the water system, including meters, distribution and collection and storage facilities, and activities and functions related thereto. (Ord. 3894. Passed 6/16/1998.)