

TITLE I - ADMINISTRATIVE CODE

CHAPTER I

LEGAL BASIS AND DEPARTMENTAL ORGANIZATION SECTION ANALYSIS

- 1.1 Legal Basis
- 1.2 Administrative Departments
- 1.3 Powers and Duties of Department Heads
- 1.4 Selection, Qualification, Compensation and Terms of Office of Department Heads
- 1.5 Department Staffs

1.1 Legal Basis. This administrative code is established in accordance with the provisions of Section 26 of the Rochester City Charter, adopted September 12, 1989.

1.2 Administrative Departments. The administrative service of the City shall consist of the following departments, and the department heads shall be known by the titles shown:

	<u>DEPARTMENT</u>	<u>DEPARTMENT HEAD</u>
(1)	Administration	City Manager
(2)	Assessing	City Assessor
(3)	Code Enforcement	Director of Code Enforcement
(4)	Finance	Business Administrator
(5)	Fire	Fire Chief
(6)	Health	City Health Officer
(7)	Legal	City Solicitor
(8)	Library	Library Director
(9)	Planning	Director of Planning & Development
(10)	Police	Chief of Police
(11)	Public Works	Commissioner of Public Works
(12)	Purchasing	City Purchasing Agent
(13)	Records	City Clerk
(14)	Recreation, Parks & Youth Services	Director of Recreation, Parks & Youth Services
(15)	Tax Collection	Tax Collector
(16)	Welfare	Welfare Director
(17)	Economic Development	Economic Development Director
(18)	Arena	Arena Director

6/6/95

1.3 Powers and Duties of Department Heads.

(a) Each Department Head shall be responsible for the efficient operation of his department. He shall perform all the duties and exercise all the powers conferred upon his office by applicable laws and ordinances.

(b) Department heads may, with the approval of the City Manager, establish such department divisions and sub-units as may be deemed desirable in the interest of economy and efficiency, and in accordance with sound administrative principals and practices.

(c) Department heads may prescribe departmental regulations subject to the approval of the City Manager not inconsistent with law, the City Charter, and Rules, and Regulations of the City Council, for the administration of their various departments, conduct of their employees, and the proper performance of the department's business.

(d) Pursuant to the authority established by the City Charter, Sections 14, 15 and 18, a decision of any department head shall be subject to review and final decision by the City Manager.

1.4 Selection, Qualification, Compensation and Terms of Office of Department Heads.

(a) All department heads shall be appointed in the manner and for such terms as shall be provided by the Rochester City Charter or the applicable statute or ordinance.

(b) The compensation of all department heads, unless otherwise provided, shall be as established in the annual budget appropriation for their respective departments.

1.5 Department Staffs.

(a) Department heads may establish subordinate positions and make appointments and removals as may be necessary, within the limitations of the appropriations provided and subject to Section 15 of the City Charter.

(b) All employees shall be under the immediate supervision of their respective department or division heads.