

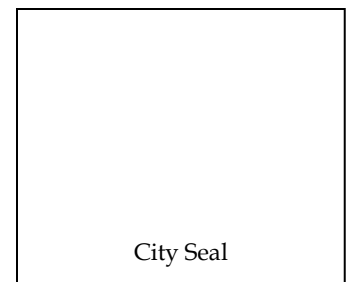
CITY OF PRESQUE ISLE

Administration of Government Policy



Approved by the City Council: December 2, 1997
Amended by the City Council: September 6, 2006
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Amended by the City Council: August 6, 2012
Amended by the City Council: June 16, 2014

Attest: _____
Beverly A. Labbe, City Clerk



ADMINISTRATION OF GOVERNMENT POLICY

Section 1 Definitions

The purpose of this policy is to establish and outline the broad functions of the administrative municipal departments for the City of Presque Isle. For the purpose of this policy the term “department” shall mean a department, agency or office of the City, unless the context plainly requires otherwise.

Section 2 Enumeration of Departments

The administrative services of the City shall be divided, under the City Manager, into the following departments:

- Airport
- Assessing
- Finance
- Fire
- Library
- Planning and Development
- Police
- Public Services
- Recreation and Parks
- Human Resources

A. Airport

There shall be an Airport Department, the head of which shall be the Airport Manager.

The Airport Manager shall perform responsible administrative and technical work managing the day to day operations of the City’s regional airport and facilities and promoting the Airport and General Aviation. The Airport Manager shall be responsible for directing the development of the Airport through effective planning, the negotiation of a wide variety of leases and Airport agreements and ensuring compliance with varied regulations.

B. Assessing

There shall be an Assessing Department, the head of which shall be the Assessor.

The assessor shall perform responsible administrative and technical work as required by State Statutes. The Assessor is responsible for the establishment and maintenance of fair and equitable values for all real estate and personal property in the City, and for the operation and function of the Assessing Department.

C. Finance

There shall be a Finance Department, the head of which shall be the Finance Director.

The Finance Director shall perform responsible administrative work overseeing the internal financial management and carrying out the duties of the City Treasurer as prescribed by State Statutes, managing accounts payable functions, tax collection functions, payroll, tax assessing functions and general assistance administration; as well as assisting in city clerk functions. The Finance Director shall be responsible for overseeing the fiscal work in custody and accounting of City funds and securities; to ensure that the accounting system reflects the current status of the City Treasury following generally accepted accounting procedures. The operational duties and responsibilities of tax assessing shall reside with those individuals appointed by either the City Council or the City Manager as Tax Assessor

D. Fire

There shall be a Fire Department, the head of which shall be the Fire Chief.

The Fire Chief shall be responsible for the administrative work directing the activities of the Fire Department; including Emergency Management and Code Enforcement. The Fire Chief shall be responsible for the organization, financial management, general administration and efficient operation of the Fire Department by keeping at a minimum the loss of lives and property through fire suppression and the prevention of fires through public education and inspections. The operational duties and responsibilities of code enforcement and emergency management shall reside with those individuals appointed by either the City Council or the City Manager as Code Enforcement Officer and Emergency Management Director.

E. Library

There shall be a Library Department, the head of which shall be the Librarian.

The Librarian shall be responsible for the administrative and professional library work in managing the City library. The Librarian shall be responsible for planning, directing and coordinating all activities of the Library; maintaining quality standards in fulfilling library program objectives; developing quality library services; coordinating informational programs, tours, classes, and use of library facilities; developing public relations activities and overseeing building and grounds maintenance.

F. Planning and Development

There shall be a Planning and Development Department, the head of which shall be the Deputy City Manager.

The Planning and Development Department shall perform responsible administrative and specialized technical work skills in directing programs of municipal land use planning, subdivision review, grant submission and administration, and community development for the City.

G. Police

There shall be a Police Department, the head of which shall be the Police Chief.

The Police Chief shall be responsible for the administrative and technical police work directing the operations of the Police Department. The Police Chief shall be responsible for the enforcement of all laws coming within the Department's legal jurisdiction, and the protection of lives and property through the supervision and administration of the Police Department.

H. Public Services

There shall be a Public Services Department, consisting of the divisions of Public Works, Solid Waste and Building/Facilities.

The Director of Public Services shall be responsible for the administrative and technical work directing, organizing, and coordinating all phases of the Public Works Division, Solid Waste and Building/Facilities Division. The Director responsibilities shall include all phases of the public works facility; including street, sidewalk, storm drain maintenance and construction, snow and ice removal, highway facility and light and heavy equipment maintenance; administer all solid waste facilities (Landfill and Recycling Center) and supervising staff; developing, coordinating, and promoting the City's recycling program; planning for the City's future solid waste disposal needs and ensuring the landfill is in compliance with state laws; overseeing the building/facilities division.

I. Recreation and Parks

There shall be a Recreation and Parks Department, the head of which shall be the Recreation and Parks Director.

The Director of Recreation and Parks shall perform responsible and administrative work in directing the activities of the Recreation and Parks Department. The Director of Recreation and Parks shall be responsible for supervising the care and maintenance of City parks and the development, coordination, and implementation of the City's recreation programs. The Director will also be responsible for the administrative and technical work directing the development of programs and activities for The Forum and maintaining an active liaison with various promoters, business, and civic organizations and to encourage and promote the Forum facility.

J. Human Resources

There shall be a Human Resource Department, the head of which shall be the Deputy City Manager.

Human Resources shall be responsible for the administrative and technical work directing the City's personnel program and managing the various city insurance programs.