

CHAPTER 10

ELECTRIC DEPARTMENT (1398)

(Repealed by 3455)

CHAPTER 11

AIRPORT DEPARTMENT (1331)

(Repealed by 3168)

CHAPTER 12

NEIGHBORHOOD SERVICES DEPARTMENT (3766)

SECTION:

3-12-1: ORGANIZATION

3-12-2: APPOINTMENT

3-12-3: DUTIES OF MANAGER

3-12-1: ORGANIZATION:

A Neighborhood Services Department is hereby created which shall consist of the office of Neighborhood Services Manager, which office is hereby created, and such additional employees of the Neighborhood Services Department as the needs of that Department may demand and are properly authorized. (1441,3766)

3-12-2: APPOINTMENT:

The City Manager shall recommend to, and upon approval by the Council, appoint the Neighborhood Services Manager, and pursuant to the merit system regulations appoint, and when necessary remove, all other employees of the Department except as the Manager may authorize the Neighborhood Services Manager to appoint or remove employees in the Department. (3766)

3-12-3: DUTIES OF MANAGER:

(A) Function. Under general direction plans, the Neighborhood Services Manager shall control and direct the overall activities of the Community Revitalization (e.g., Community Development Block Grant Program), Code Compliance, Housing, Neighborhood Outreach Office, and Falcon Field Airport. The Neighborhood Services Manager shall also perform related work as required. (2491,3168, 3766)

(B) Representative Duties. The Neighborhood Services Manager shall plan, organize, and direct the functions of the various activities under his general direction; develop and implement policies and procedures applicable to administrative functions; provide policy guidance thereto; review the general operation of the activities directed by him to determine efficiency; provide direction on major project or problem areas; oversee the preparation of the Neighborhood Services Department's budget and review the subordinate budgets; coordinate activities with other City departments to ensure effective work relationships; advise the City Manager and the City Council of departmental progress through oral and written reports; speak before public groups on the plans, programs, and goals of the Department; and perform such other duties as may be delegated by the City Manager. (1441,3766)

THIS PAGE INTENTIONALLY LEFT BLANK