

Bill No. 388

Ordinance No. 388

AMENDING ORDINANCE SECTION 115.030: VILLAGE DEPARTMENTS-DUTIES OF APPOINTED OFFICES:

BE IT ORDERED BY THE TRUSTEES OF THE VILLAGE OF UPLANDS PARK AS FOLLOWS:

SECTION 115.030: VILLAGE DEPARTMENTS-DUTIES OF APPOINTED OFFICES

A. For organizational and management purposes, the various operations of the Village shall be divided into five (5) departments as follows:

1. *Administrative Department.* The Administrative Department shall consist of the clerical, support and administrative functions in the Village Hall General Administrative offices, including the positions of Village Administrator, Village Clerk, Village Collector, Court Clerk, Traffic Violations Bureau clerk and such additional personnel as may be assigned to the said offices from time to time. The Village Administrator shall be head of the Administrative Department and shall supervise and be responsible for day to day management of the affairs of the department and assigned duties and responsibilities among the work force.
2. *Police Department.* The Police Department shall consist of the law enforcement and emergency preparedness functions of the Village, including regular, part time, and reserve Law Enforcement Officers, any Deputy Marshal, Police clerical personnel of the Police Department and the Emergency Preparedness Director. The Village Marshal and Chief of Police shall be the head of the Police Department and shall supervise and be responsible for day to day management of the affairs of the department and the assignment of duties and responsibilities among the work force.
3. *Finance Department.* The Finance Department shall be responsible for the preparation and implementation of the Village budget, the investment and safeguarding of village funds, payment of financial obligations of the Village, preparation for and cooperation in audits of Village financial affairs and the preparation of such periodic reports as may be required. The Financial Department shall consist of the Village Treasurer and Budget Officer. The Village Treasurer shall be the head of the Finance Department.
4. *Public Works Department.* The Public Works Department shall consist of the street maintenance, public property maintenance, public works, and public improvements functions of the Village, including the street

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SECTION 115.030: VILLAGE DEPARTMENTS-DUTIES OF APPOINTED OFFICES

A. For organizational and management purposes, the various operations of the Village shall be divided into five (5) departments as follows:

1. *Administrative Department.* The Administrative Department shall consist of the clerical, support and administrative functions in the Village Hall General Administrative offices, including the positions of [Village Administrator], Village Clerk, Village Collector, Court Clerk, Traffic Violations Bureau clerk and such additional personnel as may be assigned to the said offices from time to time. The ("**Village Clerk**" is deleted) [amended and replaced with "**Village Administrator**"] shall be head of the Administrative Department and shall supervise and be responsible for day to day management of the affairs of the department and assigned duties and responsibilities among the work force.
2. *Police Department.* The Police Department shall consist of the law enforcement and emergency preparedness functions of the Village, including regular, part time, and reserve Law Enforcement Officers, any Deputy Marshal, Police clerical personnel of the Police Department and the Emergency Preparedness Director. The Village Marshal and Chief of Police shall be the head of the Police Department and shall supervise and be responsible for day to day management of the affairs of the department and the assignment of duties and responsibilities among the work force.
3. *Finance Department.* The Finance Department shall be responsible for the preparation and implementation of the Village budget, the investment and safeguarding of village funds, payment of financial obligations of the Village, preparation for and cooperation in audits of Village financial affairs and the preparation of such periodic reports as may be required. The Financial Department shall consist of the Village Treasurer and Budget Officer. The Village Treasurer shall be the head of the Finance Department.

Department and such additional employees as may be employed in that department from time to time. The Public Works Director shall be head of the Public Works Department.

5. *Zoning and Building Department.* The Zoning and Building Department shall consist of the zoning administration and enforcement, building and construction permitting, Health Code enforcement, and Building, electrical, and Housing Code enforcement functions of the Village, including the Building Commissioner, the Building Inspector and Code Enforcement Officer of the Village. The Building commissioner shall be head of the Zoning and Building Department.

This ordinance shall be in full force from and after its passage.

PASSED AND APPROVED THIS _____ DAY OF _____, 2008.

CHAIRPERSON, KENNETH WILLIAMS
CHAIRPERSON OF THE BOARD OF TRUSTEES
VILLAGE OF UPLANDS PARK

Attest:

VILLAGE CLERK

This ordinance shall be in full force from and after its passage.

PASSED AND APPROVED THIS 8th DAY OF August, 2008.



CHAIRPERSON, KENNETH WILLIAMS
CHAIRPERSON OF THE BOARD OF TRUSTEES
VILLAGE OF UPLANDS PARK

Attest:



VILLAGE CLERK