

Chapter 21

DEPARTMENTS OF GOVERNMENT

**ARTICLE I
General Provisions**

- § 21.1. **Organizational function; designation of directors.**
- § 21.2. **Establishment of departments.**
- § 21.3. **Appointment of department directors.**
- § 21.4. **Functions and responsibilities of department directors.**
- § 21.5. **General departmental responsibilities.**

**ARTICLE II
Functions of Departments**

- § 21.6. **Department of Administration.**
- § 21.7. **Department of Finance.**
- § 21.8. **Department of Parks and Leisure Services.**
- § 21.9. **Department of Police Protection.**
- § 21.10. **Department of Public Works.**
- § 21.11. **Department of Planning and Community Development.**
- § 21.12. **Department of Law.**
- § 21.13. **Department of Engineering.**
- § 21.14. **Department of Library.**
- § 21.15. **Department of Fire Protection.**

[HISTORY: Adopted by the Board of Commissioners of the Township of Upper St. Clair 4-5-76 as Part of Ord. No. 614. Amendments noted where applicable.]

GENERAL REFERENCES

- Township Manager - See Charter, Art. VI.**
- Township Attorney - See Charter, Art. VII.**
- Administrative departments and regulations - See Charter, Art. VIII.**
- Definitions and rules of interpretation - See Ch.3.**
- Government organization - See Ch. 13.**
- Boards and commissions - See Ch. 15.**
- Code of Ethics - See Ch. 23.**
- Manager and Assistant Manager - See Ch. 29.**
- Personnel system - See Ch. 33.**

**ARTICLE I
General Provisions**

§ 21.1. Organizational function; designation of directors.

Operational departments of government shall be created or abolished by the Board of Commissioners. Within each department, however, the organization and implementation of specific functions shall be the responsibility of the department head, subject to the review and approval of the Township Manager. The highest ranking employee of each department shall be designated as the "Director."

§ 21.2. Establishment of departments. [Amended 9-7-82 by Ord. No. 1003]

The following departments are hereby established to operate under the direction and supervision of the Township Manager:

<u>Department</u>	<u>Department Head</u>
Department of Administration	Assistant Township Manager/ Director of Administration
Department of Finance	Director of Finance
Department of Library [Added 2-4-85 by Ord. No. 1123]	Director of Library
Department of Parks and Leisure Services [Amended 7-5-88 by Ord. No. 1336]	Director of Parks and Leisure Services

Department of Police Protection	Chief of Police/Director of Police
Department of Public Works	Director of Public Works
Department of Planning and Community Development	Director of Planning and Community Development

§ 21.3. Appointment of department directors.

21.3.1. Directors of departments of the township which operate under the direction and supervision of the Township Manager shall possess the necessary qualifications for their respective offices, as established by the Township Manager. They shall be appointed and removed by the Township Manager in accordance with the provisions of § C-309B of the Home Rule Charter.

21.3.2. The Board of Commissioners shall appoint a Township Attorney for an indefinite term, subject to removal with or without cause. He shall be a person learned in the law, in active legal practice in the Commonwealth of Pennsylvania and licensed to practice law in the commonwealth.

21.3.3. The Board of Commissioners shall appoint a Township Engineer for an indefinite term, subject to removal with or without cause. He shall be appointed solely on the basis of his professional qualifications and may be either an individual, a partnership or an engineering corporation licensed to practice civil engineering in the Commonwealth of Pennsylvania.

21.3.4.¹ (Reserved)

21.3.5. The Volunteer Fire Company shall elect a Fire Chief in accordance with company procedures and bylaws.

§ 21.4. Functions and responsibilities of department directors.

Directors of departments of the township which operate under the direction and supervision of the Township Manager shall be directly and immediately responsible to the Township Manager for the effective administration and operation of their respective departments and all activities pertaining thereto. They shall have all powers and duties and shall be subject to all obligations and liabilities heretofore or hereafter lawfully granted or imposed by the Home Rule Charter, this Administrative Code, ordinance or resolution of the Board of Commissioners,

¹Editor’s Note: Former Subsection 21.3.4., dealing with the Head Librarian, was repealed 2-4-85 by Ord. No. 1123.

order or direction of the Manager or any law of the commonwealth not inconsistent with the Home Rule Charter.

§ 21.5. General departmental responsibilities. [Amended 2-4-85 by Ord. No. 1123]

Each department of the township shall operate under the direction and supervision of the Township Manager and shall:

21.5.1. Cooperate with other departments in furnishing such services, labor and materials as may be requisitioned by the directors of such other departments, subject to such regulations as the Township Manager may prescribe.

21.5.2.² Establish, maintain and preserve a system of filing and indexing records and reports in sufficient detail in order to furnish all information necessary for proper control of departmental activities and in order to form a basis for periodic reports to the Township Manager.

ARTICLE II
Functions of Departments

§ 21.6. Department of Administration. [Amended 9-7-82 by Ord. No. 1003]

The Department of Administration shall be responsible for all activities relating but not limited to the following functions:

- 21.6.1. Labor relations and negotiations.
- 21.6.2. Public relations programs.
- 21.6.3. Community group and service liaison.
- 21.6.4. Community communications and cable television.
- 21.6.5. Intergovernmental relations and contracts.³
- 21.6.6. Coordination of library services.⁴
- 21.6.7. Office management.
- 21.6.8. Records maintenance and retrieval.

²Editor's Note: For provisions pertaining to public access to records and preservation of records, see Ch. 11, Administrative General Provisions, §§ 11.6 and 11.7. For provisions pertaining to the disclosure of records or township business to the public by township officers or employees, see Ch. 33, Personnel System, §33.11.

³Editor's Note: See § C-203 of the Home Rule Charter and Ch. 27, Inter-governmental Agencies.

⁴Editor's Note: See Ch. 15, Boards and Commissions, Art. V.

21.6.9. Coordination of departmental operations.

21.6.10. In-service training programs.

21.6.11. Personnel administration.⁵

21.6.12. Capital programming.⁶

21.6.13. Coordination of grant applications.

21.6.14. Staff assistance to boards and commissions.⁷

21.6.15. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.7. Department of Finance. [Added 9-7-82 by Ord. No. 1003⁸]

The Department of Finance shall be responsible for all activities relating but not limited to the following functions:

21.7.1. General financial administration.⁹

21.7.2. Tax and revenue collection.

21.7.3. Accounting and expenditure control.

21.7.4. Payroll administration and control.

21.7.5. Insurance programs.¹⁰

21.7.6. Budget preparation and control.¹¹

21.7.7. Capital programming.¹²

21.7.8. Internal auditing.

⁵Editor's Note: See. Ch. 33, Personnel System.

⁶Editor's Note: See Ch. 25, Fiscal Affairs, § 25.2.

⁷Editor's Note: See Ch. 15, Boards and Commissions.

⁸Editor's Note: This ordinance also renumbered former §§ 21.7 through 21.14 as §§ 21.8 through 21.15 respectively.

⁹Editor's Note: See Article IX of the Home Rule Charter and Ch. 25, Fiscal Affairs.

¹⁰Editor's Note: See Ch. 17, Bonds and Insurance.

¹¹Editor's Note: See Article IX of the Home Rule Charter

¹²Editor's Note: See Ch. 25, Fiscal Affairs, § 2.2.

- 21.7.9. Purchasing systems.¹³
- 21.7.10. Property and inventory maintenance.
- 21.7.11. Staff assistance to independent auditors.¹⁴
- 21.7.12. Staff assistance to boards and commissions.¹⁵

§ 21.8. Department of Parks and Leisure Services.¹⁶ [Amended 7-5-88 by Ord. No. 1336]

The Department of Parks and Leisure Services shall be responsible for all activities relating, but not limited, to the following functions:

- 21.8.1. Tennis Program.
- 21.8.2. Golf Program.
- 21.8.3. Swimming Programs.
- 21.8.4. Other Sports Programs.
- 21.8.5. Community Center Programs.
- 21.8.6. Youth Programs and Activities.
- 21.8.7. Older Adults Programs and Activities.
- 21.8.8. Cultural Arts Activities and Programs.
- 21.8.9. Liaison between and Coordination of private and quasi-public resident recreation programs.
- 21.8.10. Staff assistance to the Parks and Recreation Board.¹⁷
- 21.8.11. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

¹³Editor's Note: See Article X of the Home Rule Charter and Ch. 25, Fiscal Affairs, §§ 25.5 to 25.7.

¹⁴Editor's Note: See § C-910 of the Home Rule Charter and Ch. 25, Fiscal Affairs, § 2509.

¹⁵Editor's Note: See Ch. 15, Boards and Commissions.

¹⁶Editor's Note: Former § 21.8. entitled "Department of Parks, Recreation and Forestry" was deleted in its entirety by Ord. No. 1336 dated 7-5-88 and replaced with "Department of Parks and Leisure Services."

¹⁷Editor's Note: See. Ch. 15, Boards and Commissions, Art. IX.

§ 21.9. Department of Police Protection. [Amended 7-5-88 by Ord. No. 1336]

The Department of Police Protection shall be responsible for all activities relating but not limited to the following functions:

- 21.9.1. General preservation of public order.
- 21.9.2. Prevention and suppression of crime.
- 21.9.3. Apprehension of violators of the law.
- 21.9.4. Protection of life and property.
- 21.9.5. Traffic and pedestrian control and safety.¹⁸
- 21.9.6. Investigation of crimes.
- 21.9.7. Maintenance of police records and files.
- 21.9.8. Operation of the jail.
- 21.9.9. Coordination of police programs and services with other agencies.
- 21.9.10. Staff assistance to the Civil Service Board.¹⁹
- 21.9.11. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.²⁰

§ 21.10. Department of Public Works. [Amended 7-5-88 by Ord. No. 1336]

The Department of Public Works shall be responsible for all activities relating, but not limited to, the following functions:

- 21.10.1. Maintenance of Municipal Buildings, Equipment and Functions.
- 21.10.2. Construction and Maintenance of Streets and Sewers.²¹
- 21.10.3. Erection and Maintenance of Parking and Traffic Control Signals, Signs and Street Markings.²²

¹⁸Editor's Note: See Ch. 125, Vehicles and Traffic.

¹⁹Editor's Note: See. Ch. 15, Boards and Commissions, Art. III.

²⁰Editor's Note: Previous § 21.9.K was deleted by Ord. No. 1336 dated 7.5.88.

²¹Editor's Note: See Ch. 112, Streets and Highways, and Ch. 106, Sewers and Drains.

²²Editor's Note: See. Ch. 125, Vehicles and Traffic.

- 21.10.4. Coordination and Direction of Refuse Removal and Disposal.²³
- 21.10.5. Animal Control Programs.²⁴
- 21.10.6. Maintenance of Parks, Parklets and Open-Space Areas.
- 21.10.7. Maintenance of Recreational Facilities.
- 21.10.8. Planting, Care and Removal of Trees on Public Lands and Rights of Way.
- 21.10.9. Direction and Coordination of Contractual Grounds Maintenance Programs.
- 21.10.10. All other Responsibilities and Obligations that the Township Manager may, from time to time, assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.11. Department of Planning and Community Development.

The Department of Planning and Community Development shall be responsible for all activities relating but not limited to the following functions:

- 21.11.1. Housing, land and building inspection.
- 21.11.2. Enforcement of township Building and Fire Prevention Codes.²⁵
- 21.11.3. Coordination of code enforcement with other agencies.
- 21.11.4. Administration and enforcement of the Township Zoning Ordinance²⁶ and development programs.
- 21.11.5. Coordination of grant applications.
- 21.11.6. Administrative coordination of long range planning and community development programs.
- 21.11.7. Technical and staff review assistance to the Planning Commission.²⁷
- 21.11.8. Technical and staff review assistance to the Zoning Hearing Board.²⁸

²³Editor's Note: See. Ch. 68, Garbage, Rubbish and Refuse.

²⁴Editor's Note: See. Ch. 41, Animals.

²⁵Editor's Note: See Ch. 51, Building Construction, and Ch. 61, Fire Prevention.

²⁶Editor's Note: See Ch. 130, Zoning

²⁷Editor's Note: See Ch. 15, Boards and Commissions, Art. VII.

21.11.9. Technical and staff review assistance to the Building and Fire Codes Appeals and Advisory Board.²⁹

21.11.10. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.12. Department of Law.

The Department of Law shall be responsible for all activities relating but not limited to the following functions:

21.12.1. Furnishing legal advice to the Board of Commissioners, to the Township Manager and to boards and commissions, except as provided otherwise by this Administrative Code or the laws of the Commonwealth of Pennsylvania, concerning any matter or thing arising in connection with the exercise of their official powers or performance of their official duties.

21.12.2. Appearing for and representing the township or, if appropriate, the residents of the township as a class, on matters before the various regulatory agencies or other governmental bodies and in the courts of the commonwealth.

21.12.3. All other responsibilities and obligations that the Board of Commissioners or Township Manager may from time to time assign consistent with the Home Rule Charter³⁰ and this Administrative Code.

§ 21.13. Department of Engineering.

The Department of Engineering shall be responsible for all activities relating but not limited to the following functions:

21.13.1. Supervision of all engineering matters of the township.

21.13.2. Staff assistance to the Planning Commission, Zoning Hearing Board and Parks and Recreation Board.³¹

21.13.3. All other responsibilities and obligations that the Board of Commissioners or Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.14. Department of Library. [Amended 2-4-85 by Ord. No. 1123]

²⁸Editor's Note: See Ch. 15, Boards and Commissions, Art. II.

²⁹Editor's Note: See Ch. 15, Boards and Commissions, Art. IV.

³⁰Editor's Note: See Art. VII of the Home Rule Charter.

³¹Editor's Note: See Ch. 15, Boards and Commissions, Arts. II, VII, and IX.

The Department of Library shall be responsible for all activities related but not limited to the following functions:

21.14.1. Providing free library service to the residents of the township.

21.14.2. Maintenance and care of the property and equipment of the library.

21.14.3. All other responsibilities and obligations that the Township Manager may from time to time assign in accordance with the provisions of the Commonwealth Library Code which apply to home rule municipalities and consistent with the Home Rule Charter and this Administrative Code

§ 21.15. Department of Fire Protection.

The Volunteer Fire Company shall continue to operate as a private corporation under the laws of the Commonwealth of Pennsylvania. The Department of Administration will coordinate activities of this Department requiring action, support or cooperation by and of the township.