Chapter 21

DEPARTMENTS OF GOVERNMENT

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[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:

Department	Department Head
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
Department of Fire Protection **[Added 11-7-22 by Ord. No. 2241]**	Fire Chief/Director of Fire Protection
Department of Information Technology [**Added 11-02-26 by Ord. No. 2285]**	Director of Information Technology
Department of Human Resources **[Added 11-02-26 by Ord. No. 2285]**	Director of Human Resources

§ 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)

[1]Editor's Note: Former Subsection 21.3.4., dealing with the Head Librarian, was repealed 2-4-85 by Ord.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

21.3.5. The Volunteer Fire Company shall be under the oversight and management of the Department of Fire Protection. This shall be reflected within the respective policies, procedures and bylaws of the Volunteer Fire Department. **[Amended 11-7-22 by Ord. No. 2241]**

§ 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, 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.

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[2]Editor'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.

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.

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. 1003[8]]

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.

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[3]Editor's Note: See § C-203 of the Home Rule Charter and Ch. 27, Inter-governmental Agencies.
[4]Editor's Note: See Ch. 15, Boards and Commissions, Art. V.
[5]Editor's Note: See. Ch. 33, Personnel System.
[6]Editor's Note: See Ch. 25, Fiscal Affairs, § 25.2.
[7]Editor's Note: See Ch. 15, Boards and Commissions.
[8]Editor's Note: This ordinance also renumbered former §§ 21.7 through 21.14 as §§ 21.8 through 21.15 respectively.
[9]Editor's Note: See Article IX of the Home Rule Charter and Ch. 25, Fiscal Affairs.

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.

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.

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[10]Editor's Note: See Ch. 17, Bonds and Insurance.
[11]Editor's Note: See Article IX of the Home Rule Charter
[12]Editor's Note: See Ch. 25, Fiscal Affairs, § 2.2.
[13]Editor's Note: See Article X of the Home Rule Charter and Ch. 25, Fiscal Affairs, §§ 25.5 to 25.7.
[14]Editor's Note: See § C-910 of the Home Rule Charter and Ch. 25, Fiscal Affairs, § 2509.
[15]Editor's Note: See Ch. 15, Boards and Commissions.
[16]Editor'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."

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.

§ 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]

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[17]Editor's Note: See. Ch. 15, Boards and Commissions, Art. IX.
[18]Editor's Note: See Ch. 125, Vehicles and Traffic.
[19]Editor's Note: See. Ch. 15, Boards and Commissions, Art. III.
[20]Editor's Note: Previous § 21.9.K was deleted by Ord. No. 1336 dated 7.5.88.

§ 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]

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.

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[21]Editor's Note: See Ch. 112, Streets and Highways, and Ch. 106, Sewers and Drains.
[22]Editor's Note: See. Ch. 125, Vehicles and Traffic.
[23]Editor's Note: See. Ch. 68, Garbage, Rubbish and Refuse.
[24]Editor's Note: See. Ch. 41, Animals.
[25]Editor's Note: See Ch. 51, Building Construction, and Ch. 61, Fire Prevention.

21.11.4. Administration and enforcement of the Township Zoning Ordinance[26] 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]

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 Charter[30] and this Administrative Code.

§ 21.13. Department of Engineering.

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[26]Editor's Note: See Ch. 130, Zoning
[27]Editor's Note: See Ch. 15, Boards and Commissions, Art. VII.
[28]Editor's Note: See Ch. 15, Boards and Commissions, Art. II.
[29]Editor's Note: See Ch. 15, Boards and Commissions, Art. IV.
[30]Editor's Note: See Art. VII of the Home Rule Charter.

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]

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 under the laws of the Commonwealth of Pennsylvania through the assistance and oversight of the Township Fire Chief. The Township Fire Chief will coordinate activities of this Department requiring action, support or cooperation by and of the Township in accordance with the provisions of the Township Code. **[Amended 11-7-22 by Ord. No. 2241]**

The Department of Fire Protection shall be responsible for all activities related, but not limited to the following functions: **[Added 11-7-22 by Ord. No. 2241]**

21.15.1. Fire suppression, hazardous materials response and emergency rescue services.

21.15.2. Protection of life and property.

21.15.3. Provide nonemergency and public service response.

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

21.15.4. Coordination of fire programs and services with other agencies.

21.15.5. Coordination of fire prevention education and programming.

21.15.6. Provide technical assistance to the Township Boards and Commissions as needed.

21.15.7. 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.

§ 21.16. Department of Information Technology

The Department of Information Technology shall be responsible for all activities relating, but not limited to, the following functions: **[Added 11-02-26 by Ord. No. 2285]**

21.16.1. Construct, manage and protect the organization's digital infrastructure ensuring confidentiality, integrity and availability of data.

21.16.2. Implement information systems, best practices, policies, and procedures, work plans and strategies to meet the township's needs. Utilize the most effective technology for improvement efficiency, security and customer service.

21.16.3. Directs system support functions, software upgrades and system programming.

21.16.4. Act as a liaison with other departments, consultants, vendors, outside agencies and other local governments.

21.16.5. Coordinate training and technical assistance to all staff and departments.

21.16.6. Assist in directing workflow, staff goals and assignments.

21.16.7. 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.

§ 21.17. Department of Human Resources

The Department of Human Resources shall be responsible for all activities relating, but not limited to, the following functions: **[Added 11-02-26 by Ord. No. 2285]**

21.17.1. Employee relations, labor relations and compliance.

21.17.2. Benefits administration and employee wellness.

21.17.3. Talent acquisition and onboarding.

21.17.4. Performance management, employee engagement and retention.

21.17.5. Assist with department operations and staff management.

21.17.6. Policy development and organizational governance.

21.17.7. 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.