
ARTICLE 115
Administrative Departments

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CROSS REFERENCES

Department of Community Development: Art. 124
Department of Community Services: Art. 123
Department of Finance: Art. 117
Fire Department: Art. 120
Police Department: Art. 118
Powers of City Manager: Sects. 113.03-.04
Refuse and Garbage: Arts. 923-927

115.01 DEPARTMENTS NAMED

The City shall have the following administrative departments, which shall be operated under the supervision of the Manager:

- a.) Finance Department
- b.) Police Department (Ord. 7 of 1990, Sect. 1, Passed 9-17-90)
- c.) Fire Department (Ord. 7 of 1990, Sect. 1, Passed 9-17-90)
- d.) Community Services Department (Ord. 9 of 1986, Sect. 1 (a), Passed 10-20-86)
- e.) (Community Activities Department Deleted by Ord. 9 of 1986, Sect. 1 (a), Passed 10-20-86)
- f.) Such other departments as may be created by amendment to this Code. (Ord. 1 of 1976, Art. III, Sect. 1.00, Passed 1-5-76)

115.02 DIRECTORS OF DEPARTMENTS

As provided in the Home Rule Charter, the Manager shall have the power to appoint all department heads, each of whom shall be known as the "Director" of his department. Department heads shall be chosen solely on the basis of executive, administrative and technical qualifications appropriate to the functions and duties of their respective departments and shall be subject to removal at the discretion of the Manager, as provided in the Home Rule Charter. However, the Manager shall serve as the director of any department until the appointment of a separate director of the department shall have been made. (Ord. 1 of 1976, Art. III, Sect. 1.01, Passed 1-5-76)

115.03 DIRECTORS TO HAVE SPECIFIED DUTIES

Under the direction of the Manager, each director of a department shall have the specified duties hereafter enumerated. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.04 DIRECTION OF EMPLOYEES

The Director of a department shall direct employees in the performance of all duties and responsibilities required by the department and its subordinate agencies as provided by law, by this Code, or any other ordinance of the City of Franklin, and such other duties as may be required by the Manager, and which are not in conflict with the law, the Home Rule Charter, or any other provision of this or any other ordinance of the City. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.05 RESPONSIBLE TO MANAGER

The Director of a department shall be responsible to the Manager for the effective administration of his department and all activities and functions assigned thereto. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.06 ORGANIZATION OF DEPARTMENTS

Subject to the approval of the Manager, the director of a department shall prescribe the internal organization of his department, and its constituent and subordinate agencies, and the duties of the subordinate officers and employees of the department. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.07 ASSIGNMENT OF DUTIES

The Director of a department shall assign the functions, powers and duties to those subordinate officers and employees within his department and modify those assignments as needs appear, subject to the authority of the Manager. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.08 SUPERVISION AND MEASUREMENT OF PERFORMANCES

The Director of a department shall supervise the work of his department and supervise and direct the work of the employees of his department. In accordance with approved procedures, he shall measure the performance of his employees and report regularly to the Manager on their performances. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.09 WORK FOR OTHER DEPARTMENTS

The Director of a department shall furnish to any department or agency of City any service, labor, material and equipment under his jurisdiction that may be needed to perform a City function or service. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.10 REPORTS

The Director of a department shall prepare and submit to the Manager whatever reports the Manager may require, including periodic reports relating to the departmental activities. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.11 SERVICE AS STAFF OFFICER

The Director of a department shall serve as a staff officer to any committee, commission or board that is assigned to his department by the Manager. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.12 COORDINATION OF WORK

The Director of a department shall coordinate the activities and work of his department with pertinent regional and area-wide programs, and, if any programs shall cease to be conducted on a regional or area-wide basis and shall be assigned by the Manager or by the Council to his department, the Director of a department shall superintend the incorporation of that program into his department. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.13 MAXIMUM LEVEL OF SERVICE

The Director of a department shall provide the maximum level of service of the maximum quality and quantity within the limitations of the budget. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.14 MANPOWER PLANNING

The Director of a department shall be responsible for the manpower planning of his department. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.15 TRAINING FOR DEPARTMENTAL PERSONNEL

The Director of a department shall plan and execute the appropriate training for departmental personnel. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.16 POLICIES FOR IMPROVEMENT

The Director of a department shall submit annually in writing to the Manager and Council policies, procedures and objectives aimed to improve the quality of City functions and services. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)

115.17 BUDGETS

The Director of a department shall prepare and submit a proposed budget for the operation of his department ninety (90) days before the end of the fiscal year. The proposed budget shall be submitted to the Manager in a form which the Manager shall prescribe. (Ord. 1 of 1976, Art. III, Sect. 1.02, Passed 1-5-76)