

Presented by: The Manager
Introduced: 09/01/83
Drafted by: G.L.S.

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 83-60

AN ORDINANCE AMENDING THE ADMINISTRATIVE CODE OF THE CITY AND BOROUGH OF JUNEAU TO PLACE CERTAIN GENERAL ADMINISTRATIVE SUPPORT SERVICES UNDER THE ADMINISTRATION DEPARTMENT.

* Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the city and borough code.

* Section 2. Amendment of Section. CBJ 03.10.020(2) is amended to read:

(1) Accounting and Finance: All accounting, assessing, and treasury management;

* Section 3. Repeal and Readoption of Section. CBJ 03.10.070 is repealed and readopted to read:

CBJ 03.10.070 Administration Department.

(a) The administration department shall be responsible for:

(1) Personnel management;

(2) Municipal clerk functions including elections, recording and safeguarding all proceedings of the assembly, safeguarding all other municipal records, and the publishing of required notices, information and publicity;

(3) Real property management, including acquisition and disposal;

(4) Risk management;

(5) Building maintenance;

(6) Data processing and information management;

(7) Acquisition, control, warehousing and disposal of personal property and the acquisition of services;

(8) Mail and courier service;

(9) Telecommunications;

(10) Printing and reproduction;

(11) Alcoholism rehabilitation, drug abuse, counseling and health programs;

(12) Community development programs;

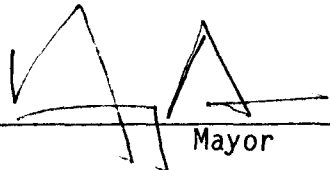
(13) Libraries and other local service programs not assigned to other departments;

(14) Operation of federal and state funded programs and projects not assigned to another department; and

(15) Other programs, functions or services not specifically assigned to another department.

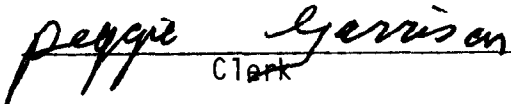
(b) Department Head and Authority. The department head shall be the manager. The manager may organize the department into such divisions and distribute the department responsibilities as he determines appropriate. A responsibility assigned to the department under (a) above may be temporarily assigned by the manager to another department. The manager may make a permanent assignment of a part of any administration department responsibility to another department and may permit other departments to perform administration department functions necessary or convenient for the efficient operation of such other departments. Such reassignments and authorizations may be made specifically or by implication.

Adopted this 6th day of October, 1983.



Mayor

Attest:



Clerk