

CHAPTER VIII - ADMINISTRATIVE DEPARTMENTS

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Section 8-1. General

A. There shall be the following administrative departments:

1. Administrative Services
2. Finance
3. Planning
4. Public Works
5. Human Services, Housing and Recreation.

B. Each Department shall have a Director who shall be appointed by the majority vote of the Board of Selectmen. In the event of a vacancy in a Department Directorship or the inability of a Director to serve, the duties thereof shall be the responsibility of the First Selectman.

C. The Department Directors shall be responsible for the conduct of the personnel in their Departments and shall report and work under the direction of the First Selectman. The Department Directors shall be responsible for the actions required under the General Statutes and nothing in this Charter shall be considered as lessening this responsibility. The appointment and removal of all personnel of the Town shall be pursuant to applicable Ordinances, collective bargaining agreements and the Town Employee Personnel Policy Manual.

D. Additional departments may be established by Ordinance adopted by the Town Meeting and headed by a Director together with such other employees as may be provided. These Departments shall have powers, duties and responsibilities as may be provided by Ordinance.

E. Reports shall be filed with the First Selectman and the Board of Selectmen as they shall require. It shall be the responsibility of the First Selectman to assure that proper staff assistance is available to Boards, Agencies, Committees, and Commissions within their budgets.

Section 8-2. Administrative Departments

A. Department of Administrative Services

There shall be a Department of Administrative Services, headed by a Director of Administrative Services together with such other employees as may be provided, which shall have such powers, duties and responsibilities as are provided in this Charter and by Ordinance and by Resolutions adopted by the Board of Selectmen. The Department shall provide administrative support to the First Selectman in discharging his duties as Chief Executive Officer and shall be responsible for but not limited to creating and administering the Town Employee Personnel Policy Manual and pay plan and such other activities as may be related to the personnel functions of the Town. The Director shall serve as personnel officer of the Town and shall represent the Town in collective bargaining with employee organizations. The Department shall be responsible for the operation of the Community Development Program as well as the Capital Improvement Program in conjunction with the Capital Improvement Program Committee.

B. Department of Finance.

There shall be a Department of Finance, headed by a Director of Finance together with such other employees as may be provided. The Department shall have such powers, duties and responsibilities as are provided in this Charter and which may be provided by Ordinance and by any Resolutions adopted by the Board of Selectmen. The Department shall have the following duties:

1. Compile the budget; administer expenditures there under and report the status thereof to the First Selectman as well as any Department Director, Board, Commission or Agency involved;
2. Maintain the accounting system and be responsible for all purchasing procedures, expenditures and financial record keeping;

3. Collect taxes, licenses fees, sewer assessments and be responsible for the assessment of real and personal property;

4. Disburse and invest all Town funds. The Director shall be the Chief Fiscal Officer of the Town and shall have direct supervision over all of the financial dealings of the Town. In addition to the Director, the Department shall consist of an Assessor, Tax Collector and Town Treasurer.

C. Department of Planning.

There shall be a Department of Planning, headed by a Director together with such other employees as may be provided, which Department shall have such powers, duties and responsibilities as may be provided by Ordinance. The Department shall be responsible for the development of long range planning needs including the Plan of Development and the review of development applications.

D. Department of Public Works.

There shall be a Department of Public Works, headed by a Director of Public Works together with such other employees as may be provided, which Department shall have such powers, duties and responsibilities as may be provided by Ordinance and by Resolutions adopted by the Board of Selectmen. The Department shall have the responsibility for supervision and control of maintenance of all Town owned buildings except those under the control of the Board of Education. The Department shall be responsible for but not limited to: highways, sidewalks, curbs, street lighting, storm drainage systems, trees, engineering and the collection and disposal of solid wastes.

The Department may be responsible for administering and enforcing all Fire, Building, Health and other such codes as determined by Ordinance.

E. Department of Human Services, Housing and Recreation.

There shall be a Department of Human Services, Housing and Recreation, headed by a Director together with such other employees as may be provided, which Department shall have such powers, duties and responsibilities as may be provided by Ordinance and by any Resolutions adopted by the Board of Selectmen. The Department shall be responsible for recreation, social service needs and related activities and shall include for administrative purposes the Housing Authority.