

CHAPTER 8

PARKS, RECREATION & COMMERCIAL FACILITIES DEPARTMENT (5054)

SECTION:

3-8-1: ORGANIZATION

3-8-2: APPOINTMENT

3-8-3: DUTIES OF PARKS, RECREATION & COMMERCIAL FACILITIES DEPARTMENT DIRECTOR (5054)

3-8-1: ORGANIZATION:

A Parks, Recreation & Commercial Facilities Department is hereby created, which shall consist of the office of Parks, Recreation & Commercial Facilities Director, which office is hereby created, and such additional employees of the Parks, Recreation & Commercial Facilities Department as the needs of that Department may demand and are properly authorized. (5054)

3-8-2: APPOINTMENT:

The City Manager shall recommend to, and upon approval by the Council, appoint the Parks, Recreation & Commercial Facilities Department Director, and pursuant to the Merit System Regulations appoint, and when necessary remove, all other employees of the Department except as the Manager may authorize the Parks, Recreation & Commercial Facilities Department Director to appoint or remove employees in the Department. (5054)

3-8-3: DUTIES OF PARKS, RECREATION & COMMERCIAL FACILITIES DIRECTOR OR DESIGNEE:

- (A) Function. Under general direction, the Parks, Recreation & Commercial Facilities Department Director or Designee plans, controls and directs the overall activities of Parks and Recreation, Mesa Convention Center, Mesa Amphitheatre, Mesa Cemetery, municipal Golf Courses, and HoHoKam Stadium, and shall perform such other duties and functions as may from time to time be delegated to him. (3766, 5054)
- (B) Representative Duties. The Parks, Recreation & Commercial Facilities Department Director or Designee shall plan, organize, and direct the functions of the various activities under his general direction; develop and implement policies and procedures applicable to administrative functions; provide policy guidance thereto; review the general operation of the activities directed by him to determine efficiency; provide direction on major project or problem areas; oversee the preparation of the Parks, Recreation & Commercial Facilities Department budget and review the subordinate budgets; coordinate activities with other City departments to ensure effective work relationships; advise City Management and the Council of departmental progress through oral and written reports; speak before public groups on the plans, programs, and goals of the Department; and perform such other duties as may be delegated by the City Manager. (1396, 5054)

CHAPTER 9

FINANCIAL SERVICES DEPARTMENT (4125)

SECTION:

3-9-1: ORGANIZATION

3-9-2: APPOINTMENT

3-9-3: DUTIES OF MANAGER

3-9-1: ORGANIZATION:

The Department of Financial Services is hereby created, which shall consist of the office of Financial Services Manager, which office is hereby created, and such additional employees of the Financial Services Department as the needs of that Department may demand and are properly authorized. (4125)

3-9-2: APPOINTMENT:

The City Manager shall recommend to, and upon approval by the Council, appoint the Financial Services Manager, and pursuant to the Merit System Regulations appoint, and when necessary remove, all other employees of the Department except as the Manager may authorize the Financial Services Manager to appoint or remove employees in the Department. (4125)

3-9-3: DUTIES OF MANAGER:

- (A) Function. Under general direction plans, the Financial Services Manager controls and directs the overall activities of Finance, Budget and Research, Customer Services and Collections, Cable TV, Tax and Business Licenses, and Telecommunications, and shall also perform related work as required. (2491,3455,4125)
- (B) Representative Duties. The Financial Services Manager shall plan, organize and direct the functions of the various activities under his general direction; develop and implement policies and procedures applicable to administrative functions; provide policy guidance thereto; review the general operation of the activities directed by him to determine efficiency; provide direction on major project or problem areas; oversee the preparation of the Financial Services budget and review the subordinate budgets; coordinate activities with other City departments to ensure effective work relationships; advise City Management and the City Council of departmental progress through oral and written reports; speak before public groups on the plans, programs and goals of the Department; and perform such other duties as may be delegated by the City Manager. (1397,4125)