

CITY OF JEANNETTE  
*Westmoreland County, Pennsylvania*

**AN ORDINANCE OF THE CITY OF JEANNETTE, WESTMORELAND COUNTY, PENNSYLVANIA, CREATING THE POSITION OF CITY MANAGER, AND PROVIDING FOR THE POWERS AND DUTIES OF THIS OFFICE.**

**WHEREAS**, the Third Class Code of the Commonwealth of Pennsylvania, under which the City of Jeannette (the "City") is operated, places the direction and management of city departments with part-time elected council members; and

**WHEREAS**, the Council of the City of Jeannette is desirous of having full-time professional management of all City departments and operations.

**NOW THEREFORE, BE IT ORDAINED AND ENACTED** by the Council of the City of Jeannette, by virtue of the authority of the same as follows:

**SECTION 1. CREATION OF OFFICE**

The office of City Manager is hereby created by the Council of the City of Jeannette. The City Manager shall be the chief administrative officer of the City and shall be responsible to the City Council. To fulfill the administrative and management duties herein delineated, the City Manager shall serve as Deputy Director of the Departments of Public Affairs, Accounts and Finance, Public Safety, Streets and Improvements and Parks and Public Property. Council members, acting respectively in their lawful capacity as Department Directors, shall execute their direction through the City Manager.

**SECTION 2. APPOINTMENT AND REMOVAL**

The City Manager shall be appointed by a majority of all members of the City Council and shall serve at the pleasure of Council, or pursuant to specified contractual agreements.

**SECTION 3. QUALIFICATIONS**

The City Manager shall be chosen solely on the basis of executive and administrative abilities which permit him or her to perform the duties as herein outlined. The City Manager shall have at least a four year college degree in the field of public management or a related field, or equivalent experience. The City Manager need not be a resident of the City of Jeannette.

**SECTION 4. COMPENSATION**

The City Manager shall receive such compensation as shall be fixed from time to time by Council.

**SECTION 5. BOND**

Prior to entering upon his or her duties, the City Manager shall give bond to the City, with sufficient surety, to be paid for by the City Council in the sum of \$25,000.00 (conditioned upon the faithful performance of his or her duties).

**SECTION 6. POWERS AND DUTIES**

The City Manager shall have the following powers and duties:

- a. Direct and supervise all departments; responsible for the day to day activities and productivity of all departments. Hold weekly staff meetings with all Department Managers for the purpose of department "status reports" and information the Manager may need to review.
- b. Administer and enforce all laws and ordinances of the City, and be responsible to the City Council for carrying out all policies established by the Council, and for the proper administration of all affairs of the City within the jurisdiction of the Council.
- c. Make recommendations to council to hire and, when necessary for the good of the City, to suspend or discharge any employee under the supervision of the Manager. This shall be done with the advice and consent of the department director involved. Persons covered by the civil service provisions of the Third Class City Code shall be hired, suspended or discharged in accordance with such provisions.
- d. Prepare and submit to the Council at the last stated meeting in November, on behalf of the Director of the Department of Accounts and Finance, a budget for the next fiscal year. This budget shall contain a budget message from the Manager which explains the budget both in fiscal terms and in terms of work programs. The message shall outline proposed fiscal policies and describe important features of the budget. The budget shall be accompanied by a budget ordinance as required by Section 1809 of the Third Class City Code. Shall advise Council as to the financial condition of the City by providing monthly budget reports, as well as prepare/implement a financial policy and procedural manual.
- e. Prepare and implement a personnel policy and procedure manual.
- f. Prepare the agenda for each Council meeting, in consultation with the Mayor and all other members of City Council. This agenda shall be distributed by the Manager to each member of Council at least two (2) days prior to the meeting, along with any supporting material which would be helpful to Council members. The Manager shall be responsible for the proper advertising of each regular meeting, and other meetings of Council, as required under the provisions of the Pennsylvania Sunshine Act.

- g. Attend all meetings of the Council; the Manager shall have the right to participate in discussions, but shall not have the right to vote.
- h. Keep council regularly informed through written reports of all City activities.
- i. Serve as Purchasing Officer for the City for all supplies and equipment. The Manager shall be responsible for an accurate account of all purchases and shall, from time to time, make a full report to the Council thereof. The Manager shall prepare rules and regulations, subject to the approval of Council, governing the procurement of all supplies and equipment.
- j. Prepare for adoption by Council an Administrative Code. This code shall establish the organization of each department, general responsibilities of department personnel, and clear lines of authority and accountability.
- k. Coordinate with the elected City Treasurer to establish and manage procedures for handling of City funds, including the collection of taxes and fees, payment of bills, custody of receipts, and borrowing and investment strategies.
- l. Meet with employees, and employee representatives, to resolve grievances and to negotiate contracts for the City, subject to the approval of Council.
- m. Coordinate, on behalf of Council, the work of official boards, committees, and commissions appointed by Council.
- n. Searches out and applies for other sources of funds such as grants, loans, discounts, etc., when appropriate.
- o. Develop facilities for the maintenance of all archives, documents and records of the City as provided by law and establish a system of uniform forms to be used in the City's official business.

**SECTION 7. ADMINISTRATIVE BUSINESS**

All action of Council relating to City employees and/or City business shall be conducted through the Manager except in exigent circumstances.

**SECTION 8. REPEALER**

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**SECTION 9. SEVERABILITY**

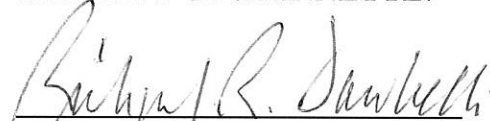
If any sentence, clause, section, or part of this ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts

of this ordinance. It is hereby declared as the intent of the Council that this ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

THIS ORDINANCE IS DULY ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF JEANNETTE AT A PUBLIC MEETING HELD THE 21<sup>st</sup> DAY OF APRIL, 2014 AND SHALL BE EFFECTIVE IMMEDIATELY.

**THE CITY OF JEANNETTE:**

**BY:**



**Richard Jacobelli**

**Mayor and President of Council**

**ATTEST:**



**Michael J. Minyon, Jr.**  
**City Clerk**

**JOB DESCRIPTION**

JOB TITLE: *CITY MANAGER*

SUMMARY: The City Manager shall be the Chief Administrative Officer of the city and shall be responsible and accountable to the City Council. The Manager shall serve as Deputy Director of the Department of Public Affairs, Accounts and Finance, Public Safety, Streets and Public Improvements, and Parks and Recreation.

It shall be the Manager's obligation to insure high standards of performance in the day to day operation of the municipal government; to provide high quality services to the citizens of the City; to be responsive to the needs of the residents and the Businesses; and to bring special knowledge and training for stimulating new ideas and opportunities for the progressive growth of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Direct and supervise all departments; responsible for the day to day activities and productivity of all departments. Hold weekly staff meetings with all Department Managers for the purpose of department "status reports" and information the City Manager may need to review.

Administer and enforce all laws and ordinances of the city, and be responsible to the City Council for carrying out all policies established by the Council, and for the proper administration of all affairs of the City within the jurisdiction of the Council.

Make recommendations to council to hire and when necessary, for the good of the city, to suspend or discharge any employee under the supervision of the City Manager. This shall be done with the advice and consent of the department director involved. Persons covered by the civil service provisions of the Third Class City Code shall be hired, suspended, or discharged in accordance with such provisions.

Prepare and submit to the Council at the last stated meeting in November, on behalf of the Director of the Department of Accounts and Finance, a budget for the next fiscal year. This budget shall contain a budget message from the City Manager which explains the budget in fiscal terms and in terms of work programs. The message shall outline proposed fiscal policies and describe important features of the budget. The budget shall be accompanied by a budget ordinance as required by Section 1809 of the Third Class City Code. Shall advise Council as to the financial condition of the City by providing monthly budget reports, as well as prepare/implement a financial policy and procedural manual.

Prepare and implement a personnel policy and procedure manual.

Prepare the agenda for each council meeting. This agenda shall be distributed to each member of council at least two (2) "business" days prior to the meeting, along with any supporting material which would be helpful to council members. The Manager shall be

responsible for the proper advertising of each regular meeting and other meetings of council, as required under the provisions of the Pennsylvania Sunshine Act.

Attend all council meetings. The Manager shall have the right to participate in discussions, but **shall not** have the right to vote.

Keep Council regularly informed through written reports of all city activities.  
Serve as Purchasing Officer for the city for all, equipment.

The Manager shall be responsible for account of all purchases and shall, from time to time, make a full report to the council thereof. The Manager shall follow and enforce all established procedures governing procurement of all supplies and equipment.

Prepare for adoption by council an Administrative Code. This code shall establish the organization of each department, general responsibilities of department personnel, and clear lines of authority and accountability.

Coordination with the elected City Treasurer to establish and manage procedures for handling city funds, including the collection of taxes and fees, payment of bills, custody of receipts, and borrowing and investment strategies.

Meet with employees and employee representatives to resolve grievances and to negotiate contracts for the city, subject to the approval of council.

Coordinate, on behalf of the council, the work of official boards, committees, and commissions appointed by the council.

Searches out and applies for other sources of funds such as grants, loans, discounts, when appropriate.

Develop facilities for the maintenance of all archives, documents and records of the City as provided by law and establish a system of uniform forms to be used in the City's official business.