

§ 7-17. Specific duties of directors. [Amended 6-22-2004 by Ord. No. 04-16; 6-11-2013 by Ord. No. 13-08]

- A. The Director of Finance shall have the primary responsibility for the following offices, activities and matters:
- (1) The Chief Financial Officer and Treasurer and their offices.
 - (2) The initiation of foreclosure action and subsequent administration and disposition of property acquired by the Borough under foreclosure of tax title liens.
 - (3) The maintenance, review and revision of the Borough cost accounting and purchasing system.
 - (4) The review, revision and all other matters pertaining to any insurance coverage of the Borough.
 - (5) Serve as a liaison between the Mayor and Council and the registered municipal accountants and any other bodies or organizations on fiscal matters.
 - (6) Annual budget, and work closely with the Chief Financial Officer.
 - (7) The Tax Collector and that office.
 - (8) The Tax Assessor and that office.
- B. The Director of Public Works shall have primary responsibility for the following described activities and matters:
- (1) Road construction, improvements, maintenance, cleaning of all streets, including street openings; the supervision of any and all openings in the streets of the Borough.
 - (2) Sidewalk construction and maintenance.
 - (3) Shade tree matters.
 - (4) Snow removal.
 - (5) Serve as a liaison between the Mayor and Council and the offices of the Borough Engineer.
 - (6) Street lighting.
 - (7) Sanitation activities, including construction, maintenance and inspection of sanitary sewers and storm sewers.

- (8) Construction, maintenance, and improvement of the municipal potable water system and facilities.
- (9) Hydrant service.
- C. The Director of Public Safety shall have primary responsibility for the following described activities and matters:
 - (1) Street traffic and all matters relating to existing or proposed off-street parking and regulation thereof.
 - (2) Police activities.
 - (3) Serve as a liaison between the Municipal Court, Municipal Judge and Municipal Court Administrator.
 - (4) Serve as a liaison between the Mayor and Council and the volunteer fire company and the emergency squad.
 - (5) Serve as a liaison between the Mayor and Council and the Office of Emergency Management activities.
- D. The Director of Public Property shall have primary responsibility for the following described activities and matters:
 - (1) Make rules and regulations with respect to the practices and procedures to be followed in the use of all recreational and park facilities.
 - (2) Recommend extensions, additions or improvements to any of the Borough's parks or recreational sites.
 - (3) Solicit and recommend any changes regarding parks and recreation.
 - (4) Conduct studies regarding any specific area or areas of park and recreational development.
 - (5) Maintenance and operation of all buildings, grounds and other real property owned by the Borough.
 - (6) Serve as a liaison between the Mayor and Council and the State Department of Environmental Protection, Green Acres Program.
 - (7) The cutting of trees, greens and weeds on roads, streets, and other municipal property.
 - (8) Maintenance and operation of the municipal garage.

- (9) Maintenance of vehicles and other mechanical equipment as assigned.
 - (10) Maintenance, cleaning and improvement of all municipal parking lots.
 - (11) Serve as a liaison between the Mayor and Council and the Alpha Youth Athletic Association and other youth athletic associations and organizations.
- E. The Director of Health and Welfare shall have primary responsibility for the following described activities and matters:
- (1) Maintenance of the recycling program.
 - (2) Maintenance of the garbage collection program.
 - (3) Serve as a liaison between the Mayor and Council and the offices of the Warren County Health Department, the contracted local health authority, and/or the Board of Health.
 - (4) Compliance with or of the Warren County Health Department, the contracted local health authority, and/or the Board of Health and related regulations.
 - (5) The Animal Control Officer and that office and activities.
- F. The Director of Administration shall have primary responsibility for the following described activities and matters:
- (1) The Borough Clerk and that office.
 - (2) Formulate procedures for the initiation and maintenance of job descriptions and personnel records.
 - (3) Serve as a resource to Council committees or Borough boards which have areas of responsibilities that involve selection of personnel, handling of grievances or personnel concerns, evaluation of personnel and personnel development programs.
 - (4) Act as the line of communications with unsuccessful employment applicants within the Borough.
 - (5) Formulate and recommend for approval revisions of the personnel policies.
 - (6) Formulate procedures for personnel administration.
 - (7) The Construction Official and that office.

- (8) The Zoning Officer and that office.
- (9) The Code Enforcement Officer and that office.
- (10) Serve as a liaison to the Municipal Land Use Board Secretary.
- (11) Serve as a liaison to, and oversee, the municipal library.
- (12) Oversight of all other administration and Borough business.