

BOROUGH OF FRACKVILLE
SCHUYLKILL COUNTY, PENNSYLVANIA

ORDINANCE NO. 1

AN ORDINANCE OF THE BOROUGH OF FRACKVILLE CREATING THE POSITION OF "PARKS AND RECREATION DIRECTOR" AND THE MANNER OF APPOINTMENT, COMPENSATION, AND THE POWERS AND DUTIES OF SAID POSITION

Council of the Borough of Frackville hereby ordains:

Section 1. Creation of Position. The full-time position of Parks and Recreation Director (hereinafter "Director") is hereby created by Council of the Borough of Frackville.

Section 2. Appointment and Removal. The Director shall be appointed for an indefinite term by a majority of all members of Council. The Director shall serve at the pleasure of Council and may be removed at any time by a majority vote of all its members. At least thirty (30) days before such removal is to become effective, Council shall furnish the Director with a written statement setting forth its intention to pursue removal.

Section 3. Qualifications. The Director shall be a management employee responsible for directing the municipal workforce in the day-to-day conduct of municipal business, operations, and services related to its recreation facilities. The Director shall carry out the policies of Council and keep Council informed of problems and concerns.

The duties of the Director shall involve frequent contact with citizens, employees, and other government officials to inform, explain, and resolve problems. The duties will require considerable judgment and discretion in making the decisions necessary to reach goals established by municipal policies, ordinances, and other state and federal requirements. Job performance shall be reviewed by the Public Works Director and Borough Council through periodic written and oral reports and by observation of results.

Section 4. Director's Compensation. The salary and benefits of the Director shall be fixed from time to time by Resolution of Borough Council and shall include those benefits being provided to Borough non-uniformed employees.

Section 5. Powers and Duties. Subject to recall by ordinance of the Borough of Frackville, the powers and duties of the Borough of Frackville Parks and Recreation Director shall include, but not be limited to, the following:

1. Directs the assignment of municipal services related to recreation facilities and prepares cost estimates and time/labor projections for Council's consideration;
2. Directs and supervises the work of municipal employees related to recreation facilities;
3. Has input as to hiring, discipline, and discharge of Borough employees;
4. Will ensure efficient operation and coordination of crews, both at starting and quitting times, in addition to daily tasks and breaks;
5. Will ensure efficient operation and coordination of facilities usage and be involved in the scheduling of all functions and maintenance thereof;
6. Meets with employees to resolve concerns and misunderstandings;
7. Performs such other related work as required and/or assigned by the Public Works Director and/or Borough Council.

Administration 1.10

The first part of the document deals with the general principles of administration. It discusses the importance of planning, organizing, leading, and controlling. The second part of the document deals with the specific functions of administration. It discusses the role of the administrator, the structure of the organization, and the methods of communication. The third part of the document deals with the various types of organizations. It discusses the characteristics of different types of organizations and the factors that influence their performance. The fourth part of the document deals with the various methods of recruitment and selection. It discusses the different methods of recruitment and selection and the factors that influence their effectiveness. The fifth part of the document deals with the various methods of training and development. It discusses the different methods of training and development and the factors that influence their effectiveness. The sixth part of the document deals with the various methods of performance appraisal. It discusses the different methods of performance appraisal and the factors that influence their effectiveness. The seventh part of the document deals with the various methods of compensation and benefits. It discusses the different methods of compensation and benefits and the factors that influence their effectiveness. The eighth part of the document deals with the various methods of labor relations. It discusses the different methods of labor relations and the factors that influence their effectiveness. The ninth part of the document deals with the various methods of organizational change. It discusses the different methods of organizational change and the factors that influence their effectiveness. The tenth part of the document deals with the various methods of organizational research. It discusses the different methods of organizational research and the factors that influence their effectiveness.