

ORDINANCE NO. 1971

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, AMENDING SECTION 1.32.021 OF THE EDMONDS CITY CODE SETTING FORTH THE DUTIES OF THE FINANCE DIRECTOR; ADDING A NEW SECTION 1.32.025 TO THE EDMONDS CITY CODE; CREATING THE OFFICE OF DIRECTOR OF ADMINISTRATIVE SERVICES AND PROVIDING FOR THE APPOINTMENT AND REMOVAL OF SAID DIRECTOR OF ADMINISTRATIVE SERVICES; ADDING A NEW SECTION 1.32.026 TO THE EDMONDS CITY CODE DEFINING THE RESPONSIBILITIES AND DUTIES OF THE DIRECTOR OF ADMINISTRATIVE SERVICES.

WHEREAS, a study of the present duties and responsibilities of the position of Finance Director indicates that it is overburdened with administrative details and functions which result in the Director having little time for more creative and long range aspects of the vital budgetary and financial management responsibilities of the position, and

WHEREAS, the creation of a Department of Administrative Services responsible for certain administrative functions now undertaken by the Finance Director and other department heads would:

1. Increase management effectiveness
2. Improve operational efficiency and thus the productivity of employee
3. Offer opportunity for more attention to the fiscal affairs of the City
4. Provide the organizational structure for maintaining good employee relations, now, therefore,

THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, DO ORDAIN
AS FOLLOWS:

Section 1. Section 1.32.021 of the Edmonds City Code is hereby

amended to read as follows:

"1.32.021 Finance Director Duties. The Finance Director shall have the duties generally associated with that of a Treasurer of a municipal corporation, and in addition thereto, but not in limitation thereof, shall have the following specific duties:

- (1) The investment of excess and inactive funds of the City of Edmonds, including the responsibility for determining the amount of money available in each fund for investment purposes, including commingling within one common participating funds (provided that if such monies are commingled in a common investment portfolio, all income derived therefrom shall be apportioned among the various participating funds in direct proportion to the amount of money invested in each, all as provided by RCW 35A.40.050);
- (2) Assist the Mayor through the office of the MAA in the preparation and management of the Budget;
- (3) Provide a system of centralized accounting for all departments of the City of Edmonds including within said centralized control utilities, public works, water and sewer divisions;
- (4) Organize and administer, including where necessary appropriate divisions, the following centralized functions:
 - (a) Accounting Division. Payroll, equipment rental accounting, utility accounting, accounts receivable, accounts payable;
 - (b) Data Processing. Analysis and design, development, administration and training, operations;
 - (c) Treasurer's Division. Cash control, treasurer receipts, bank deposits and investments, LID billings, debt administration, licenses for which a fee is required;
 - (d) Budget Management. Budget preparation, revenue and expenditure analysis, budget control;
 - (e) Risk Management. Insurance purchases, claims control, facilities and operations review.
- (5) Such other functions as may be assigned from time to time by the Mayor or MAA."

Section 2. A new Section 1.32.025 is hereby added to the Edmonds

City Code to read as follows:

"1.32.025 Director of Administrative Services. There is created the office of Director of Administrative Services which shall be filled by appointment by the Mayor, subject to confirmation by the City Council. The Director of Administrative Services shall serve at the pleasure of the Mayor and shall be the administrative head of the Department of Administrative Services."

Section 3. A new Section 1.32.026 is hereby added to the Edmonds City Code to read as follows:

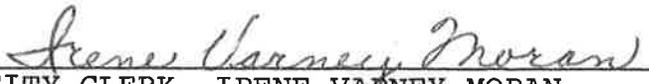
"1.32.026 Director of Administrative Services - Duties. The Director of Administrative Services shall have the following duties, in addition to any other duties assigned by the Mayor or MAA:

- (1) Establish and administer a centralized purchasing division responsible for purchasing control, related record maintenance and purchasing;
- (2) Administer the Traffic Violations Bureau as established by Section 5.02.010 of the Edmonds City Code;
- (3) Establish and administer a personnel division responsible for employment, salary administration, personnel records, employee communications, safety, training, administration of benefit programs, equal employment opportunities and providing necessary support services for the Civil Service Commission and Disability Board;
- (4) Organize and administer a division of secretarial services, including operation of the mag card machines, typing, microfilming, photocopying, switchboard operations, cashier and receptionist."

APPROVED:


MAYOR, H. H. HARRISON

ATTEST:


CITY CLERK, IRENE VARNEY MORAN

FILED WITH THE CITY CLERK: January 19, 1978
PASSED BY THE CITY COUNCIL: January 24, 1978
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