

## ORDINANCE NO. 4751

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHANDLER, ARIZONA, AMENDING THE CODE OF THE CITY OF CHANDLER BY ADDING A SECTION 2-18 TO CHAPTER 2, CREATING AND ORGANIZING AN ADMINISTRATIVE SERVICES DEPARTMENT.

BE IT ORDAINED by the City Council of the City of Chandler, Arizona as follows:

SECTION 1: That the Code of the City of Chandler is hereby amended by adding a Section 2-18 to Chapter 2 to read as follows:

### **2-18. Administrative Services Department**


2.18.1 *Creation of Department.* There is hereby created an Administrative Services Department which shall consist of a Director and such divisions and other personnel as the City Manager shall deem necessary.


2.18.2 *Duties of the Director of the Administrative Services Department.* The Director of the Administrative Services Department shall:


- A. Direct and manage the Administrative Services Department, any divisions assigned thereto and the personnel therein.
- B. Have and exercise all duties referenced to in all ordinances, code sections and resolutions of the City of Chandler as duties of the Personnel Officer; and all duties previously authorized by the City Manager of the City of Chandler as duties of the Personnel Officer pursuant to Article IV. Section 4.02(b) of the City Charter.
- C. As the Personnel Officer, advise and assist the City Manager's Office, Department Directors and employees in a variety of work related matters including but not limited to the interpretation and application of policies, personnel rules and processes.
- D. Assist in the development of long range plans, master plans, and other strategic documents related to Human Resources, Building and Facilities, Information Technology, Fleet Services and any other assigned administrative services.
- E. Monitor and evaluate the efficiency and effectiveness of internal service delivery and facilities managed and maintained by the department;
- F. Perform such other programs and functions related to Administrative Services that the City Manager may, from time to time, authorize or request.

INTRODUCED AND TENTATIVELY APPROVED by the City Council of the City of Chandler, Arizona, this 22<sup>nd</sup> day of June 2017.

ATTEST:


  
CITY CLERK

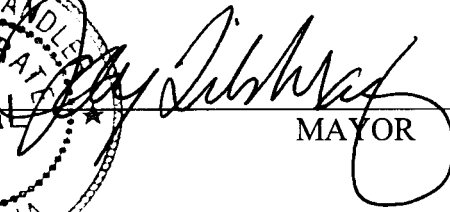
  
MAYOR




PASSED AND ADOPTED by the Mayor and City Council of the City of Chandler, Arizona, this 10<sup>th</sup> day of July 2017.

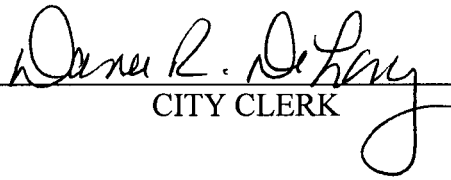
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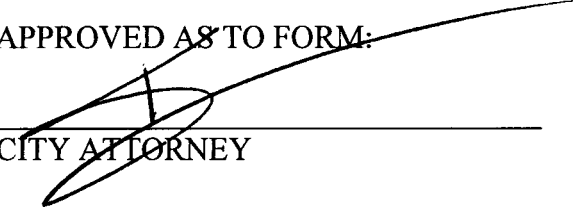
  
CITY CLERK

  
MAYOR



I HEREBY CERTIFY that the above and foregoing Ordinance No. 4751 was duly passed and adopted by the City Council of the City of Chandler, Arizona, at a regular meeting held on the 10<sup>th</sup> day of July 2017, and that a quorum was present thereat.

  
CITY CLERK

APPROVED AS TO FORM:  
  
CITY ATTORNEY

PUBLISHED in the Arizona Republic on July 21, and July 28, 2017.