

CHAPTER I - LEGAL BASIS AND DEPARTMENTAL ORGANIZATION

SECTION I LEGAL BASIS

A.

This Administrative Code is established in accordance with the provisions of the Londonderry Town Charter.

SECTION II ADMINISTRATIVE DEPARTMENTS

- A. A department shall be a legal subdivision of the Town government usually performing a variety of inter-related functions with multiple staff positions.
- B. A departmental division shall have a single primary function.
- C. The administrative services of the Town shall consist of the following groups, and departments. Groups and departments may be divided into divisions or bureaus as provided herein or as provided by the Town Charter.

<u>Group/.Department/Division</u>	<u>Department/Division Head</u>
1. Administration	Town Manager
2. Community Services Group	Town Manager
a. Divisions:	
Cable	Cable Coordinator
Recreation	Recreation Director
Family Mediation	Fam.Med. Coordinator
Senior Affairs	Senior Affairs Coordinator
3. Finance & Administration Group	Asst. Town Manager, Finance & Admin.
a. Divisions:	
MIS	MIS Director
Finance	Asst. Town Mgr./Fin. & Admin.
Town Clk/Tax Collector	Town Clerk/Tax Collector
Assessing	Assessor
Treasury	Treasurer
General Assistance	Asst. Twn. Mgr./Fin. & Adm.
Human Resources	Asst. Twn. Mgr./Fin. & Adm

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SECTION II ADMINISTRATIVE DEPARTMENTS (Cont'd)

C. The administrative services of the Town shall consist of the following groups and departments: (Cont'd)

	<u>Group/Department/Division</u>	<u>Department Head</u>
4.	Community Development & Comm. Development Director a. Divisions: Planning Economic Development Conservation Land Mgt GIS Building/Health/Zoning	
5.	Public Works Department a. Divisions: Environmental Services Engineering Highway/Bridges	Public Works Director Environmental Engineer Town Engineer Highway Foreman
6.	Fire & Rescue Department a. Divisions: Code Enforcement Emergency Medical Svcs. Operations Public Education	Fire Chief
7.	Police Department a. Divisions: Operations Division Support Services Division	Police Chief
8.	Leach Library	Library Trustees

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SECTION III POWERS AND DUTIES OF DEPARTMENT HEADS

- A. Each department head shall be responsible for the efficient operation of their department. They shall perform all the duties and exercise all the powers conferred upon their office by applicable laws, ordinances and resolutions.
- B. Department heads may prescribe departmental rules and regulations not inconsistent with general law, the Town Charter, this Administration Code, and the provisions of the Personnel Policy for the administration of their various departments, conduct of their employees, and the proper performance of the department's business.
- C. Department heads, with the approval of the Manager and by Council amendment to the Administrative Code, may establish such departmental divisions, bureaus or other sub-units as may be deemed desirable in the interest of economy and efficiency and in accordance with sound administrative principals and practices.
- D. Each department head shall be responsible for maintaining the operation of their department on a close and friendly basis of cooperation with all other departments and with the public.
- E. Each department head shall be responsible for satisfactory maintenance and care of all Town property and buildings assigned to their department.
- F. Each department head shall be responsible for preparing and submitting both routine and special reports on the operation of their department to the Manager, Town Council, or to any State or Federal Agency as required.
- G. At such time as may be requested by the Manager, each department head shall submit an itemized estimate of the expenditures for the next fiscal year for their department for use in preparation of the proposed budget for said year, including planned expenditures for Capital Improvements.
- H. Each department head shall be responsible for following the provisions of this Administrative Code and Town Policy in establishing a purchasing and control system with respect to purchases and contracts for his/her department.
- I. Each department head shall be responsible for management of divisional functions within that department.

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SECTION IV SELECTION, QUALIFICATION, COMPENSATION AND TERMS OF OFFICE OF DEPARTMENT HEADS AND OTHER PERSONNEL

- A. All department heads shall be appointed as provided by the Londonderry Town Charter for indefinite terms on the basis of merit and fitness to perform their duties and may be removed by the Manager as provided for by the Londonderry Town Charter, State Law and the Personnel Policy.
- B. The compensation of all department heads and non represented personnel shall be fixed in accordance with the Personnel Policy.

SECTION V DEPARTMENT STAFFS

- A. Department Heads may establish subordinate positions, make appointments and removals as necessary, within the limitations of the appropriations provided and subject to the provisions of the Town Charter, the Personnel Policy and approval of the Manager.
- B. All employees shall be under the supervision of their respective department heads, and all employees in the Town's service shall be compensated in accordance with the Personnel Policy and/or the appropriate collective bargaining unit agreement.

~~End of Section~~