

ARTICLE 133  
Department of Administration

- 133.01 Powers and duties; business administrator.
- 133.02 Sewer Rental Bureau.
- 133.03 Parking Bureau.

CROSS REFERENCES

- Reports submitted to Mayor - see 3rd Class Charter Law §412  
(53 P. S. §41412)
- Director - see 3rd Class Charter Law §415(c), (d) (53 P.S, §41415 (c),(d))
- Appointment and removal of employees - see 3rd Class Charter Law §415(e)  
(53 P S. §41415(e))
- Civil Service Boards - see ADM. Art. 163

133.01 POWERS AND DUTIES; BUSINESS ADMINISTRATOR.

(a) The Department of Administration shall supervise and coordinate the administrative functions of all the departments of the City government as determined by the order of the Mayor. It shall be headed by a Director who shall be designated as the Business Administrator of the City, and who shall be appointed with reference to his qualifications and training for the duties of the office. At the time of his appointment he need not be a resident of the City or of the Commonwealth; but during his tenure of office he shall reside within the City, unless Council, by resolution, states otherwise.

(b) The Department, under the Director, shall assist the Mayor in the preparation of the budget, shall administer a centralized purchasing system, for all of the departments of the City government, shall establish and supervise standard personnel policies and practices and shall install, maintain and direct throughout the departments a system of work programs and where practicable, quarterly allotments in connection with the operation of the budget.

(c) The Department shall conduct and process all disbursements by the City.

(d) The civil service examining boards as established by the Third Class City Code and the Firemen's Civil Service Law of May 31, 1933, P. L. 1108, shall be attached to and function within this Department.

(e) The pension boards as now existing under present ordinances, shall be attached to and function within this Department, except that in the Firemen's Pension Fund Board, the Director of Public Safety under this article shall be substituted for the Director of Public Safety under the Third Class City Code and in the Officers and Employees Retirement Board, the Business Administrator under this article shall be substituted for the Director of Accounts and Finance under the Third Class City Code. (Ord. 2-1962 §322; Ord. 15-1969 §1.)

133.02 SEWER RENTAL BUREAU.

(a) There is hereby established a Sewer Rental Bureau in the Department of Administration. The City shall provide office space for the Bureau in any City-owned property as directed by Council resolution.

(b) The Bureau shall render bills to the property owners and other users of the sewers, sewer system and sewage treatment works of the City, for the rentals and charges imposed, shall receive payments of the same and deliver the proceeds of such payments to the City Treasurer who shall place them in the Sewer Rental Fund.  
(Ord. 8-1954 §2. Passed 2-26-54.)

133.03 PARKING BUREAU.

(a) There is hereby established a Parking Bureau in the Department of Administration.

(b) The Bureau shall be responsible for: the Traffic Fines Bureau; the monthly parking functions; the operation of the Meter Division including streets and lots; the City Parking Garage; and the supervision of the required maintenance of the parking lots.