

ORDINANCE #5324

AN ORDINANCE TO ESTABLISH THE DEPARTMENT OF COMMUNITY RESOURCES BY ADDING CHAPTER 2.24 TO THE RAPID CITY MUNICIPAL CODE.

WHEREAS, the City of Rapid City recognizes the importance of providing services to the community in an effective and efficient manner; and

WHEREAS, the City of Rapid City deems it in the best interest of the community to establish a department with responsibility for facilitating communication by the City and the various departments already in existence; and

WHEREAS, the City of Rapid City deems it in the best interest of the community to assign various existing functions to the new department to streamline the services provided to the community.

NOW, THEREFORE, BE IT ORDAINED by the City of Rapid City that Title 2 of the Rapid City Municipal Code is hereby amended to include a new chapter 2.24 which shall read as follows:

2.24.010 Department created.

There is hereby created the Department of Community Resources for the City of Rapid City.

2.24.020 Office of the Director created.

- A. There is hereby created the Office of the Director of Community Resources. The Director shall be appointed by the Mayor with the approval of the Council and shall serve at the pleasure of the Mayor.
- B. The duties of the Director of Community Resources shall be to:
 - 1. Administer all functions assigned to the Community Resources Department;
 - 2. Supervise all employees assigned to Community Resources Department and recommend to the Mayor and Council appropriate staffing levels throughout the Department;
 - 3. Annually prepare and submit to the Mayor and Council a proposed budget for the Department;
 - 4. Direct and coordinate the general services provided by various City Departments including and facilitating communications on complex issues;

5. Attend meetings of the City Council and sub-committees as well as various other meetings with public officials and community groups;
6. Review city wide policies, procedures and proposals and recommends revisions as needed;
7. Plan and direct the development and communication of information designed to keep the public informed of City programs including fact sheets, news releases and photographs;
8. Provide input to the Mayor, Council and other city boards and committees to insure the continued efficient operation of the Department;
9. Handle special projects as directed by the Mayor and Council;
10. Other duties as assigned.

2.24.030 Human Resources Division

The Human Resources Division previously created as the personnel department is continued as the Human Resources Division within the Community Resources Department. The Human Resources Division shall be directly responsible for the management of human resources of the city. The Human Resources Division shall perform other functions as assigned by the Director of Community Resources.

2.24.040 Duties of the Human Resources Division

The Human Resources Division shall:

- A. Assemble and analyze data concerning problems, such as absenteeism and labor turnover;
- B. Conduct surveys on living costs and wage rates;
- C. Study current labor laws and regulations, arbitration decisions, collective bargaining contracts and other labor relations trends;
- D. Formulate, interpret and recommend manpower policies concerning recruitment, selection, placement, wage and salary administration, collective bargaining, maintenance of personnel records and educational, health, safety and incentive programs;
- E. Set up a system of performance reporting and employee rating;
- F. Consult with legal staff to insure adherence to laws, regulations and contracts;

- G. Plan and carry out policies relating to all phases of personnel activities;
- H. Organize recruitment, selection and training procedures and direct activities of subordinates directly concerned;
- I. Study personnel records for information such as educational background, work records and supervisor's reports to determine personnel suitable for promotion and transfers; and
- J. To make personnel surveys and job classification studies upon request of the Common Council.

2.24.050 Information Technology Division.

The Information Technology Division is hereby created within the Community Resources Department and shall be directly responsible for the operation and maintenance of information technology systems throughout the City. The Information Technology Division shall perform other functions as assigned by the Director of Community Resources.

2.24.060 Code Enforcement Division

The Code Enforcement Division is hereby created within the Community Resources Department and shall be directly responsible for the enforcement of the Rapid City Municipal Code other than those functions assigned to the Police Department. The Code Enforcement Division shall perform other functions as assigned by the Director of Community Resources.

2.24.070 GIS Division

The GIS Division previously created is hereby continued within the Community Resources Department and shall be directly responsible for collecting geographic information and maintaining the geographic information system. The GIS Division shall perform other functions as assigned by the Director of Community Resources.

2.24.080 Community Development Division

The Community Development Division previously created is hereby continued within the Community Resources Department and shall be directly responsible for coordination with the United States Government agencies in relation to activities under

the Community Development Act. The Community Development Division shall coordinate all activities of the City involving community development block grant funds. The Community Development Division shall perform other duties as assigned.

CITY OF RAPID CITY

Mayor

ATTEST:

Finance Officer

(SEAL)

First Reading:

Second Reading:

Published:

Effective: