

Executive Branch Code

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Section 301 - County Manager

The Home Rule Charter vests the executive power and day-to-day decision making authority for Luzerne County in an appointed full-time professional County Manager, hired to serve the Council and the Community, he/she brings to the local government the benefits of his/her training and experience in administering municipal or county projects and programs.

The County Manager prepares County budgets for the Council's consideration; recruits, hires, terminates, and supervises government staff; serves as the council's chief advisor; and carries out the council's policies. Council members and residents count on the Manager to provide complete and objective information about local operations, discuss the pros and cons of alternatives, and offer an assessment of the long-term consequences of their decisions.

The appointed Manager serves at the pleasure of the governing body. The Manager makes policy recommendations to the council for consideration and final decision. The Manager is bound by whatever action the council takes, leaving control in the hands of the elected representatives of the people.

Section 302 Powers and Duties

The County Manager shall serve as the head of the Executive Branch of government for the County. The County Manager is responsible for the administration of all County operations placed in his or her charge by the Home Rule Charter, the Administrative Code and other County ordinances and/or resolutions. The County Manager directs the County's organizational, operational, management, budget and administrative operations and activities as well as providing oversight for all Division Heads in the County. The position plans, directs, and controls the operations and activities of all County employees who report through to this position.

The County Manager has the power to make provisions for any administrative matters relating to County government not otherwise provided for, including, but not limited to, those desirable for the smooth, orderly, and seamless transition to the government structure provided for **in Section 4.07-Powers and Duties-** of the Charter.

The Manager has the power to require Council to reconsider legislation which he/she believes to be improvidently enacted. If reconsideration is requested, Council must revisit the legislation at a subsequent meeting, thus allowing additional opportunities for public notice and input. To become effective, the legislation must be approved a second time by Council.

Section 303 Administrative Policy and Procedures

The County Manager has a wide range of authority to run the organization according with adopted codes, ordinances and resolutions. He/she prepares rules and procedures for the day-to-day management of the organization consistent with the provisions, spirit, and purpose of the Charter.

The County Manager, through the Division Heads, shall be accountable for the development of uniform policies, procedures, and regulations and shall broadly include, but not be limited to, the following:

- Human Resources
- Procurement and Acquisition
- Financial Management
- Litigation Defense
- Information Systems Technology
- Health, Safety and Security
- Capital Improvement Projects and Long Range Planning
- Public Records Management
- Transportation and County Vehicles
- Space Management
- Emergency Management and Planning
- Real Property Management and Operations
- Communication Systems and Devices
- Human Services
- Physical Asset Management and Inventory Control
- Recycling
- Mail Service

Section 304 Judicial Liaison

The County Manager shall act as the lead representative of the County Council in all dealings with the Judiciary, including, but not limited to, negotiations, budgetary considerations, policy implementation and discussion, and other topics necessary to ensure an effective and efficient working relationship between the County and the Judiciary.

The County Manager may request the presence of the Chair of County Council and the Chair's designee(s) in such dealings with the Judiciary where warranted, but the County Manager shall still act as the lead representative in such affairs.

Section 305 Cooperation Among Divisions

Fostering a collaborative and cooperative work environment is essential for the success of the Home Rule Charter and government operations. The County Manager and Council shall jointly establish a long-term vision and mission statement for Luzerne County government. This vision shall translate into common goals and objectives that shall be included in division heads performance plan in accordance with the personnel code, policy and procedures.

The County Manager or designee shall develop a tailored training and development program for each division head designed to reinforce organizational cooperation and stronger leadership skills.

Cooperation between and among organizational units shall be a consideration factor for determining employee promotion potential.