

1 **CHAPTER 2 ADMINISTRATION - ARTICLE 2-IV DEPARTMENTS**

2 *Sec 2-276 Departments In General*

3 The city council shall by ordinance prescribe the various
4 departments of the city and the divisions and subdivisions thereof.
5 The functions and duties of each department or division shall be
6 as defined by state law, ordinance or resolution, and the
7 administrative direction of the mayor.

8 *Sec 2-277 Department Heads*

9 (a) In general. Each department shall be subject to the
10 direction and control of the department head of the
11 department. Each department head shall report to
12 the mayor.

13 (b) Appointment. Each department head shall be
14 appointed by the mayor and confirmed by the city
15 council. The job description of each department
16 head shall be as established by the mayor and
17 provided to the city council at committee of the
18 whole, along with a summary of qualifications, at
19 the time of appointment and proposed confirmation
20 of both the proposed job description and
21 appointment separately by city council.

22 (c) Residency Requirement. Each department head shall
23 either be a resident of the city at the time of

1 appointment and confirmation by the city council,
2 or within twelve (12) months of the date of
3 appointment and confirmation by city council which
4 time period may be extended upon the approval of
5 the mayor and the city council. The requirements of
6 this paragraph shall not constitute a qualification
7 for office, but shall be a condition of employment,
8 for which the willful failure to comply shall
9 constitute sufficient cause for discipline, up to
10 and including, termination. The residency
11 requirement set forth in this paragraph shall not
12 apply to department heads who were appointed prior
13 to September 12, 2017 (the effective date of
14 Ordinance 017-063) or were otherwise employed by
15 the city in a capacity other than as a department
16 head prior to September 12, 2017. The residency
17 requirement set forth herein does not apply,
18 however, to department heads whose duties require
19 professional licensure, or, in the opinion of the
20 city council at the time of appointment, require
21 specialized training or knowledge. The professional
22 licensure at time of hiring, must be a requirement
23 for that position.

1 *Sec 2-278 Departmental Divisions, Subdivisions And Heads Of Each*

2 Departments may be organized into divisions and subdivisions.

3 Each division and subdivision shall be under the control of a
4 division head and subdivision head, respectively. Each division
5 head shall be appointed by the mayor and confirmed by the city
6 council, and shall be under the direction and control of and report
7 to the department head of the department of which the division is
8 a part and has full authority to manage the division to which
9 assigned. The job description of each, division head shall be as
10 established by the mayor and provided to the city council at
11 committee of the whole, along with a summary of qualifications, at
12 the time of appointment and proposed confirmation of both the
13 proposed job description and appointment separately by city
14 council. Each subdivision head shall be under the direction and
15 control of and report to the division head of the division of which
16 the subdivision is a part and has full authority to manage the
17 subdivision to which assigned.

18 *Sec 2-279 Assistant Department Heads And Assistant Division*19 *Heads*

20 Assistant department heads and assistant division heads may
21 be established from time to time. Assistant department heads and
22 assistant division heads shall be appointed by the mayor and
23 confirmed by the city council. The job description of each

1 assistant department head and assistant division head shall be
2 established by the mayor and provided to the city council at
3 committee of the whole, along with a summary of qualifications, at
4 the time of appointment and proposed confirmation of both the
5 proposed job description and appointment separately by city
6 council.

7 *Sec 2-280 Development Services Department*

8 The chief development services officer is the department head of
9 the development services department, who shall be assisted by a
10 director of development services.

11 The development services department consists of the following
12 divisions:

- 13 (a) Reserved.
- 14 (b) Division of buildings and permits. The head of this
15 division is the building and permits director.
- 16 (c) Reserved.
- 17 (d) Division of zoning and planning. This division is
18 divided into the following subdivisions:
19 1. Planning and preservation.
20 2. Zoning.
- 21 (e) Division of property standards. The head of this
22 division is the property standards director.
- 23 (f) Reserved.

1 *Sec 2-281 Community Services Department*

2 (a) The chief community services officer is the head of
3 the department. The chief community services
4 officer shall be assisted by a director of
5 community services.

6 (b) The community services department consists of the
7 following divisions:

8 1. The community reinvestment division. The
9 community reinvestment division consists of the
10 following subdivisions:

11 (i) Grants.

12 (ii) Financial Empowerment Center.

13 (iii) .

14 2. The community support division. The community
15 support division consists of the following
16 subdivisions:

17 (i) Youth Services.

18 (ii) Senior & Disabilities Services.

19 3. The division of animal care and control.

20 4. The division of art, culture, and history. This
21 division consists of two subdivisions:

22 (i) Grand Army of the Republic Memorial Hall.

23 (ii) Art and Culture.

24 5. Division of Community Engagement.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

Sec 2-282 Finance Department

(a) The chief financial officer is the department head of the finance department. The chief financial officer shall be assisted by the heads of the respective divisions of the finance department.

(b) The finance department consists of the following divisions:

1. Division of accounting. The division of accounting consists of the following subdivisions:

(i) Treasury.

(ii) Accounting.

2. Division of financial operations. The division of financial operations consists of the following subdivisions:

(i) Water billing.

(ii) Purchasing.

(iii) Revenue & Collections.

(iv) Budget.

Sec 2-283 Fire Department

(a) The fire chief is the department head of the fire department.

- 1 (b) The fire department contains a bureau of fire
2 prevention and other bureaus and divisions as are
3 established by general order of the fire chief.
- 4 (c) The functions of the fire department shall be as
5 established by state law, city ordinance or
6 resolution and at the administrative direction of
7 the mayor.
- 8 (d) The fire department, through the fire chief, is
9 authorized to enter into agreements on behalf of
10 the corporate authorities of the city with other
11 governmental entities, including school districts,
12 for the purposes of providing or receiving
13 personnel, equipment, mutual aid, cooperation or
14 coordination of fire, rescue, emergency medical
15 services or emergency management services so long
16 as any expenses associated with any such agreement
17 are properly payable from the department's existing
18 budget and do not create any additional liabilities
19 for the city beyond those ordinarily associated and
20 contemplated by the operation of the department.
21 Any agreement entered under this section shall be
22 cancellable on no more than thirty (30) days notice
23 to the counterparty.

1 *Sec 2-284 Information Technology Department*

2 (a) The head of the information technology department
3 is the chief information officer, who shall be
4 assisted by a deputy chief information officer.

5 (b) The information technology department is divided
6 into the following divisions:

- 7 1. Data & Analytics.
- 8 2. GIS.
- 9 3. Cyber & Technology Risk.
- 10 4. Infrastructure & Operations.
- 11 5. Service Desk.
- 12 6. Project Management.

13 *Sec 2-285 Law Department*

14 (a) The corporation counsel is the head of the law
15 department.

16 (b) The law department shall consist of the corporation
17 counsel, any assistant corporation counsels
18 authorized by the city council, and employees of
19 other job classifications as authorized by the city
20 council and subject to budgetary and headcount
21 restrictions.

22 (c) The functions of the law department shall include
23 all powers and duties vested in the corporation

1 counsel by law or ordinance as well as any other
2 functions established by state law, city ordinance
3 or resolution, or the administrative direction of
4 the mayor.

5 (d) The law department consists of the following
6 functional divisions:

7 1. The *division of administrative hearings*. The
8 division of administrative hearings shall
9 conduct administrative adjudication proceedings
10 for departments and agencies of the city other
11 than those proceedings required by law or
12 ordinance to be conducted by another officer.

13 2. The *division of legal counsel*. The division of
14 legal counsel shall provide for the legal
15 representation of the city and its officers and
16 employees in their official capacity.

17 3. The *division of risk management*. The division of
18 risk management shall review, adjust, process,
19 and pay claims made against the city, or its
20 officers and employees in their official
21 capacities and advise the same as to risk
22 management best practices.

23 4. The *division of prosecution services*. The
24 division of prosecution services shall be

1 responsible for the prosecution of all actions
2 related to the enforcement of state law, the city
3 code, the abatement of nuisances or the exercise
4 of the city's police power.

5 5.

6 *Sec 2-286 Human Resources Department*

7 (a) The chief human resources officer is the head of
8 the human resources department.

9 (b) The functions of the human resources department
10 shall be as established by state law, city
11 ordinance or resolution and at the administrative
12 direction of the mayor.

13 (c) The human resources department shall be divided
14 into the following divisions:

15 1. Division of human resources.

16 2. Division of training and development.

17 (d) The functions of the human resources department
18 shall be as established by state law, city
19 ordinance or resolution and at the administrative
20 direction of the mayor.

21 *Sec 2-287 Police Department*

22 (a) The police chief is the department head of the
23 police department.

- 1 (b) The police department contains any bureaus and
2 divisions as are established by general order of
3 the police department.
- 4 (c) The functions of the police department shall be as
5 established by state law, city ordinance or
6 resolution and at the administrative direction of
7 the mayor.
- 8 (d) The police department, through the police chief, is
9 authorized to enter into agreements on behalf of
10 the corporate authorities of the city with other
11 governmental entities, including school districts,
12 for the purposes of providing or receiving
13 personnel, equipment, mutual aid, public safety,
14 law enforcement and investigatory services so long
15 as any expenses associated with any such agreement
16 are properly payable from the department's existing
17 budget and do not create any additional liabilities
18 for the city beyond those ordinarily associated and
19 contemplated by the operation of the department.
20 Any agreement entered under this section shall be
21 cancellable on no more than thirty (30) days notice.

1 *Sec 2-288 Public Works Department*

2 (a) The public works director is the department head of
3 the public works department, who shall be assisted
4 by an assistant public works director. The city
5 engineer and the assistant city engineer shall be
6 the public works director and assistant public
7 works director, respectively.

8 (b) The public works department is divided into the
9 following divisions:

10 1. Division of electrical maintenance. The head of
11 this division is the electrical maintenance
12 director.

13 2. Division of engineering. The head of this
14 division is the city engineer, unless the mayor,
15 with the advice and consent of the city council
16 appoints a professional engineer licensed by
17 this state to serve in the city engineer's stead.
18 The division head shall be assisted by an
19 assistant division head who shall also be a
20 professional engineer licensed by this state.

21 3. Division of Public Facilities. The head of this
22 division is the Director of Public Facilities.
23 This division has the following subdivisions:

- 1 (i) Facilities maintenance which includes
2 central services, motor vehicle parking
3 systems, Route 25 transit center, and Route
4 59 transit center.
- 5 (ii) Aurora airport.
- 6 (iii) Fleet and maintenance.
- 7 (iv) Parks & Recreation.
- 8 (v) Phillips Park Golf Course.
- 9 (vi) Phillips Park Zoo.
- 10 4. Division of water production. The head of this
11 division is the water superintendent, who shall
12 be assisted by an assistant superintendent of
13 water.
- 14 5. Division of water and sewer maintenance. The head
15 of this division is the water and sewer
16 maintenance superintendent, who shall be
17 assisted by an assistant water and sewer
18 maintenance superintendent. The division of
19 water and sewer maintenance shall include the
20 subdivision of water meter maintenance.
- 21 6. Division of street maintenance. The head of this
22 division is the street maintenance
23 superintendent, who shall be assisted by an
24 assistant superintendent of street maintenance.

1 *Sec 2-289 Reserved.*

2 *Sec 2-290 Reserved.*

3 (i)

4 *Sec 2-291 Communications, Marketing, and Special Events*

5 *Department*

6 (a) The chief communications and marketing officer is
7 the head of the department.

8 (b) The department shall consist of the following
9 functional divisions, with one division head
10 appointed in each division in accordance with Sec
11 2-278 of this code:

12 1. Brand and Marketing.

13 2. Communications.

14 3. Video Production.

15 4. Customer Service.

16 5. Special Events.

17 *Sec 2-291 City Clerk Office.*

18 (a) The city clerk is head of the city clerk's office.

19 (b) The city clerk's Office shall assist the city clerk
20 in the performance of the powers, duties, and
21 functions vested in the city clerk by law or
22 ordinance.

1 *Sec 2-292 Sustainability, Development, and Business Opportunity*
2 *Department.*

3 (a) The director of sustainability, development and
4 business opportunity department is the head of the
5 department.

6 (b) The department shall consist of two divisions:

7 1. Sustainability.

8 2. Development and business opportunity.

9 *Sec 2-293 Office of the Aldermen*

10 (a) The chief of staff is the head of the office of the
11 aldermen.

12 (b) The office of the aldermen shall assist the chief
13 of staff in the performance of the powers, duties,
14 and functions vested in the chief of staff by law
15 or ordinance.

16 (c) The chief of staff reports directly to the Rules,
17 Administration, and Procedure Committee Chair.