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THE GENERAL ASSEMBLY OF PENNSYLVANIA

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**SENATE BILL**

No. **177** Session of  
1961

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INTRODUCED BY MESSRS. STEVENSON, LANE, MALLERY,  
HAYS AND HALUSKA, FEBRUARY 8, 1961.

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REFERRED TO COMMITTEE ON LOCAL GOVERNMENT,  
FEBRUARY 8, 1961.

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**AN ACT**

Amending the act of August 9 1955 (P L 323) entitled "An act relating to counties of the third fourth fifth sixth seventh and eighth classes amending revising consolidating and changing the laws relating thereto" authorizing third class counties to establish a department of administration under a director known as a business administrator and prescribing its powers and duties

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows

EXPLANATION—CAPITAL LETTERS indicate new matter added to bill. Matter stricken through is to be omitted from bill. Underscoring indicates new matter added to existing law. [Brackets] indicate matter stricken from existing law.

1 Section 1 The act of August 9 1955 (P L 323) known as "The  
2 County Code" is amended by adding after Article XV a new article  
3 to read

4 Article XV-A

5 Department of Administration

6 Section 1501-A Department of Administration The county com-  
7 missioners of each county of the third class may by ordinance establish a  
8 Department of Administration

9 Section 1502-A Administrator Where a department of administra-  
10 tion is established it shall be headed by a director who shall be known  
11 and designated as business administrator He shall be chosen solely on  
12 the basis of his executive and administrative qualifications with special  
13 reference to his actual experience in or his knowledge of accepted prac-  
14 tice in respect to the duties of his office as hereinafter set forth At  
15 the time of his appointment he need not be a resident of the county or  
16 Commonwealth but during his tenure of office he may reside outside  
17 the county only with the approval of the board of county commis-  
18 sioners He shall have exercise and discharge the functions powers and  
19 duties of the department The department under the direction and  
20 supervision of the business administrator shall

- 1       (1) Administer the engineering division of county government
- 2       (2) Keep the board of commissioners informed as to county affairs
- 3       (3) Make recommendations and periodic reports to the county com-  
4 missioners and to the various departments of county government
- 5       (4) Act as coordinator of the functions of county government and  
6 effect economies by eliminating duplication and over-lapping functions  
7 and by making the most effective use of personnel materials supplies  
8 and equipment
- 9       (5) Keep the real and personal property inventories current and  
10 administer a central purchasing system
- 11       (6) Devise a plan for microfilming and for destruction of useless  
12 records under an orderly system of public records management
- 13       (7) Cause a job evaluation study to be made as a basis for the  
14 adoption of a County Job Classification and Plan
- 15       (8) Assemble the information for good budget preparation
- 16       (9) Assemble the information necessary for the establishment of a  
17 sound public relations mechanism

1 (10) Cause a modern system of accounting to be installed in all  
2 offices that handle county funds

3 (11) Perform such other duties as the board of county commis-  
4 sioners may prescribe

5 Section 2 Effective date This act shall take effect immediately

We certify that this bill has passed the Senate and the House of  
Representatives.

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Chief Clerk, Senate

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President pro tempore, Senate

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Speaker, House of Representatives

Approved The ..... day of ..... A. D. 1961.

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Governor