
THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE BILL

No.

177

Session of

1961

MESSRS. STEVENSON, LANE, MALLERY, HAYS AND
HALUSKA, IN PLACE, FEBRUARY 8, 1961.

AS AMENDED ON SECOND READING, MARCH 7, 1961.

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. Underlining indicates new matter added to existing law. [Brackets] indicate matter stricken from existing law.

377—Printer's No. 2

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

