

## **CITY OF NEW BERN INTERRELATIONSHIP OF ORGANIZATIONAL COMPONENTS**

The City of New Bern is a municipal corporation organized under the laws of the State of North Carolina for the better government of the people within the jurisdiction and having the powers, duties, privileges, and immunities conferred by law on cities, towns and villages. Cities are governed under *North Carolina General Statute 160A (Cities and Towns)*.

The City of New Bern was founded in 1710 and incorporated on November 23, 1723. In accordance of Section 1.2 of the City Charter, *“The City of New Bern shall have and may exercise all of the powers, duties, rights, privileges and immunities which are now or hereafter may be conferred, either expressly or by implication, upon the City of New Bern specifically or upon municipal corporations generally by the Charter, by the state constitution, or by general or local law.”*

### **Mayor and Board of Aldermen**

The corporate limits of the City of New Bern are divided into six wards. The governing body of the City of New Bern are the Mayor and Board of Aldermen. The Mayor is elected at large. The Mayor shall be the official head of the City government for all ceremonial purposes and shall preside at all meetings of the Board of Aldermen. Six (6) Aldermen are elected from the ward they reside in. The Mayor and Aldermen are elected every four (4) years in odd-numbered years, in accordance with state law governing municipal elections. The Aldermen are responsible for passing ordinances, adopting the annual budget, appointing committees, and hiring the City Manager, Finance Director, and City Attorney.

### **City Manager**

The City operates under the council-manager form of government, in accordance with Part 2 of Article 7 of Chapter 16A of the NC General Statutes. The City Manager is the chief administrative officer of the City and is appointed by the Board of Aldermen and is responsible for the day to day operations of the City. The specific duties of the City Manager are specified in the North Carolina General Statutes, the City of New Bern Code of Ordinances, the City of New Bern Personnel Policy Manual, The City Manager Job Description and the direction of the Board of Aldermen. The City Manager serves at the pleasure of the Board of Aldermen.

The City Manager, with the assistance of the following staff – City Clerk and Public Information Officer, as well as the following Department Heads, carry out the day to day operations of the City - Development Services Director, Director of Parks and Recreation, Finance Director, Fire Chief, Human Resources Director, Information Technology Director, Police Chief, Public Utilities Director, and Public Works Director.

## **Director of Parks and Recreation**

The Director of Parks and Recreation is the department head for the Parks and Recreation Department. According to the position job description, essential functions and typical tasks for the Director include:

1. Managing all recreation and park activities; coordinating work with City Manager, department directors and other agencies; preparing reports.
2. Plans, organizes, promotes and directs, through subordinate supervisors, athletic, parks and recreational programs for all age groups.
3. Develops and implements long and short-term plans regarding facilities, programs, funding, etc.; prepares a master plan and outlines work to be performed by staff; manages facility improvements and additions.
4. Prepares and executes grant documents; prepares requests for proposals; oversees grant programs.
5. Prepares, implements and administers departmental budget; maintains appropriate budget records; approves purchases, new programs and major facility changes.
6. Promotes the mission of the City and the department; establishes partnership at local, state and national level.
7. Assists in the recruitment and selection of department staff; recommends hiring, promotion, disciplinary action and termination; evaluates direct reports performance and reviews evaluations submitted by subordinate supervisors.
8. Establishes and implements departmental goals, policies and procedures; interprets local, state and federal rules and regulations.
9. Performs related tasks as required.

## **Operational Support Offices/Administrative Procedures**

The City of New Bern has ten different departments. These departments provide support to the general public as well as other departments within the City. The relationship between departments is described below:

Fire Chief, Human Resources Director, Information Technology Director, Police Chief, Public Utilities Director, and Public Works Director.

**Administration** – City of New Bern Administration includes the City Manager, City Clerk and Public Information Officer. The Manager is responsible for the overall day to day operation of the City. The City Clerk coordinates issues of the Board of Aldermen, including taking minutes and preparing the Board Agenda. The Public Information Officer works with all departments to respond to media requests, coordinate press release distribution, and operate the city website, social media and public access channel.

**City Attorney** – The City Attorney provides legal representation to the Board of Aldermen, appointed officials and Department Heads. The City Attorney drafts, reviews, and approves legal documents including contracts, deeds, easements, leases, ordinances and advise as needed.

**Development Services** – The primary focus of Development Services is to aid the community and city departments in developing plans, ordinances, implement projects, and administer codes

that produce orderly growth while maintaining community character and New Bern's small-town charm. Divisions in the department include Community & Economic Development, GIS, Inspections, Planning & Zoning, and Historic Preservation. This department works in support of other departments to assist with planning, mapping and consultation on building and development projects.

**Electric** – The Electric Department provides electric service to the City and surrounding communities. This Department works with all departments in assisting with electrical needs.

**Finance** – The Finance Department prepares and manages the annual general fund, capital and enterprise budgets. The department works with the department heads and their budgets, tracks revenue and expenses, coordinates municipal financing, The department is responsible for fixed asset management and advises the City Manager and Board of Aldermen regarding fiscal management issues. Purchasing, a division of Finance, is responsible for city-wide procurement, coordinates contract administration and guidance to departments with capital projects, coordinates purchase orders, p-card issuance and coordination, and provides research as needed for the City Manager and Department Heads.

**Fire & Rescue** – The Fire Department is the first responder within the city limits for medical and fire related issues. The Fire Chief serves as Head of the Emergency Operations Center. The department works with other departments on facility inspections, training, and special events logistics

**Human Resources** – The Human Resources Department oversees the administration of the city personnel policies and employee benefits; they ensure that departments comply with local, state, and federal employment related regulations; and coordinate the application and background check process for potential employees of the city.

**Information Technology** – The IT Department provides support and assistance to all city departments with telecommunications, computer, computer software, security camera, security access, and other general technology products and issues.

**Parks & Recreation** – Parks and Recreation provides activities, events and programs to the citizens of the community, maintains all parks and green spaces, public trees, provides landscaping for all city buildings, aids all departments for equipment use, event set-up and tear down.

**Police** – The Police Department provides law enforcement within the city limits. They coordinate the neighborhood watch, youth outreach program and citizens police academy. The department works with other departments on special events, training and facility safety audits.

**Public Works** – The Public Works Department maintains sidewalks, streets and stormwater within the city. They also maintain most public buildings. The department coordinates leaf and limb, recycling and trash collection with private contractors. The department coordinates City insurance claims and maintains all City vehicles. The department partners with other departments on a regular basis in the performance of their duties.

**Water Resources** – the Water Resources Department is responsible for protecting and enhancing the health and economic stability of the community through the provision of clean drinking water and proper wastewater treatment. This department works with other departments in planning projects, providing engineering services and water/sewer service.