

City of Richmond

Administrative Manual

SUBJECT: Delegation of Duties by the City Manager

SECTION: General Administration

POLICY NUMBER: AP 100

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To implement the authority of the City Manager to delegate responsibility for City of Richmond business.

To establish a line of authority for the City Manager, City Attorney and department directors in the event of temporary absence from the City, and to delegate persons to act in the event of a “Local Emergency” and a “State-Proclaimed State of Emergency” as defined in the City’s Emergency Operations Plan.

II. Policy

A. Delegation of Business Operations

The City Manager may delegate, as appropriate, certain duties and responsibilities related to the business operations of the City to certain persons in management positions:

1. In case of the absence or disability of the City Manager, or to the extent directed to do so by the City Manager; the Assistant City Manager, the Director of Finance, the Director of Human Resources Management, the Director of Community Development and Planning Services, or the Chief of Police shall be empowered to perform necessary duties of the City Manager; and when directed by the City Council or the City Manager shall act in the place and stead of the City Manager.
2. In instances when the City Manager or the Director of Finance considers it advisable to have checks drawn upon the City funds and wire transfer authorizations available at an earlier time than they would be under normal fiscal procedures, the following officers and employees shall be authorized to sign upon the funds: City Manager, Assistant City Manager, Director of Finance, Director of Human Resources Management, Director of Community

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Development and Planning Services, or Chief of Police. Any checks that exceed the sum of \$14,999.99 shall require the signature of two of said officers.

3. The Payroll Distribution Report shall be approved initially by the Finance Director or his or her authorized designee, with countersignature by the Human Resources Management Department Director or his or her authorized designee.
4. Accounting documents maintained in the ordinary course of City business such as journal vouchers, individual claim documents, petty cash vouchers and monthly reports to the Finance Director shall be signed by the Finance Director or his or her authorized designee.

B. Delegation of Authority in Temporary Absences and Emergency Situation

The City Manager may delegate, as appropriate, certain duties and responsibilities related to the operations of the City of Richmond in the event of absence from the City, and in the event of a “Local Emergency” and a “State-Proclaimed State of Emergency” as defined in the City’s Emergency Operations Plan.

The following positions constitute the order of succession of authority in descending order, except in those cases where there has been another designation made:

1. From the City Manager, to
 - a. Assistant City Manager
 - b. Director of Finance
 - c. Director of Human Resources Management
 - d. Director of Community Development and Planning Services

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- e. Chief of Police
2. From the Assistant City Manager, to
 - a. Director of Finance
 - b. Director of Human Resources Management
 - c. Director of Community Development and Planning Services
 - d. Chief of Police
3. From the Director of Finance, to
 - a. Accounting Administrator
 - b. Financial Administrator
4. From the Director of Human Resources Management, to
 - a. Workforce Relations Officer
 - b. Senior Administrative Analyst
5. From the Director of Community Development and Planning Services, to
 - a. Director of Redevelopment Agency
 - b. Director of Planning
 - c. Chief Building Officials

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6. From the Chief of Police, to
 - a. Assistant Chief of Police
 - b. Captain of Administrative Bureau
 - c. Captain of Patrol Bureau
 - d. Captain of Special Services Bureau
7. From the Chief of Fire, to
 - a. Deputy Chief of Fire
 - b. Fire Marshall
 - c. Battalion Chiefs (in order of seniority)
 - d. Fire Captains (in order of seniority)
8. From the Director of Public Services, to
 - a. Deputy Public Services Director
 - b. City Engineer
 - c. Building Services Superintendent
9. From the Director of Employment and Training, to
 - a. Assistant Director of Employment and Training

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- b. Employment Program Specialist II
10. From the Director of Recreation and Parks, to
 - a. Parks and Landscaping Superintendent
 - b. Community Services Program Manager
 - c. Recreational and Cultural Services Manager
 11. From the City Librarian, to
 - a. Administrative Librarian
 - b. Library Access Services Manager
 12. From the Executive Director of Housing Authority, to
 - a. Deputy Director of Housing Authority
 - b. Modernization Manager
 - c. Finance Manager
 13. From the Director of Port and Marina, to
 - a. Chief Harbor Engineer
 - b. Marketing/Operations Manager
 - c. Harbor Master

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- d. Assistant Harbor Master
- 14. From the Director of Redevelopment, to
 - a. Chief of Redevelopment Projects
 - b. Development Project Manager
 - c. Economic Development Marketing Manager
- 15. From the Planning Manager, to
 - a. Principal Planners (in order of seniority)
 - b. Associate Planners (in order of seniority)
- 16. From the City Clerk to the Deputy City Clerk
- 17. From the City Attorney, to
 - a. Senior Assistant City Attorney
 - b. Assistant City Attorney