



## ORDINANCE

### AMENDING THE ORDINANCE REGARDING THE DUTIES OF THE ADMINISTRATIVE SERVICES DIRECTOR

### *CITY OF NASHUA*

*In the Year Two Thousand and Four*

*The City of Nashua ordains* that Chapter 2 “Administration”, Article III “Administrative Code”, Division 3 “Administrative Services Division”, Section 2-106 “Director”, subsection (c) of the Nashua Revised Ordinances be amended by adding the new language in italics as follows:

“(c) The director, in conjunction with the mayor and director of financial services, shall be responsible for liaison with autonomous/semiautonomous departments in the areas of short and long term budget planning. The director shall also serve as such a liaison with respect to the other functions of the administrative services division, i.e., purchasing, human resources, insurance, geographic information system, and information technology. The director shall also be responsible for the maintenance and repair of all city buildings, other than schools, not accomplished by the custodial staffs of the respective departments, including the hiring of necessary personnel, and shall make recommendations for and coordinate all necessary capital improvements to those buildings with the capital improvements committee and the board of aldermen. *The director shall also annually provide a list of all city owned properties to the board of aldermen so that the board of aldermen may decide what properties, if any, shall be disposed of for the purpose of returning them to the tax base.*”