

Chapter 28. Officers and Employees
Article VIII. City Administrator

28-19. Hiring; salary.

The City Administrator shall be an at-will employee of the City hired by a majority vote of City Council at a public meeting. Salary shall be established at the time of hiring with adjustments in salary through the annual budget process and/or City Administrator employment agreement.

28-20. Termination of employment.

The City Administrator may be terminated from the employment of the City at any time through a majority vote of City Council.

28-21. Qualifications.

The City Council shall determine the necessary qualifications of the City Administrator.

28-22. Job reporting and responsibilities.

The City Administrator shall be responsible to City Council with direct reporting to, and supervision by, City Council. Job responsibilities shall be communicated to the City Administrator by Sunbury City Council.

28-23. Powers and Duties.

The City Administrator shall have the powers and duties relating to the general management of City business and shall have the responsibility of performing the following nonexclusive list of specific powers and duties:

- A.** Be the Chief Administrative Officer of the City, responsible to the City Council for the proper and efficient administration of the affairs of the City.
- B.** Direct and supervise the administration of all departments and functions of the City, except as otherwise provided by law.
- C.** Except as otherwise provided by the Third Class City Code and any other applicable laws, appoint City employees on the basis of merit system principles and suspend, remove or otherwise discipline employees, in accordance with the following:
 - (i)** The City Administrator may make recommendations to City Council concerning appointments or removals at the department-head level.
 - (ii)** Prior to action regarding appointments or removals at the department-head level, the City Administrator shall confer with City Council.
 - (iii)** City Council shall confirm appointments or removals at the department-head level.

(iii) The City Administrator may make recommendations to City Council concerning the appointment, suspension, removal, promotion, demotion and transfer of all non-uniform, non-civil employees to accomplish efficiency in accordance with laws pertaining thereto.

- D.** Negotiate contracts for the City, subject to the approval of City Council, make recommendations concerning the nature and location of municipal improvements, and execute municipal improvements as determined by City Council.
- E.** Ensure that all terms and conditions imposed in favor of the City or its residents in any law, franchise or contract are faithfully kept and performed, and upon knowledge of any violation, informing City Council of such violation.
- F.** Attend all meetings of City Council and participate in discussions with Council. Nothing in this paragraph shall be construed to permit the City Administrator to vote with City Council.
- G.** Recommend the adoption of measures to City Council as the City Administrator may deem necessary or expedient, keeping council advised of the financial condition of the City and making reports to City Council as requested by City Council.
- H.** Investigate, at any time, the affairs of any non-union, non-civil, City employee that is under the City Administrator's jurisdiction.
- I.** Prepare and participate with City Council, City Treasurer, with submitting the annual City budget for review and approval by Council. The recommended budget and an enabling ordinance shall be submitted to City Council for its review not later than the last stated meeting in November of each year. The City Administrator may include an explanatory comment or statement of the recommended budget. The recommended budget shall be in a form as required by law for City budgets and shall contain information explaining the various items of expenditure and revenue as may be required by City Council.
- J.** Perform such other duties as may be designated by the City Council.
- K.** Any of the duties listed in this article are not intended to supersede the Third Class City Code, Civil Service Statute, or any collective bargaining agreement.