

CHAPTER 21

CITY ADMINISTRATOR

21.01 Appointment and Term
21.02 Compensation
21.03 Administrative Responsibility

21.04 General Supervision
21.05 Duties

21.01 APPOINTMENT AND TERM. The Council shall appoint by majority vote a City Administrator to serve at the discretion of the Council. The Administrator shall be subject to the supervision and direction of the Council and shall implement policy and legislative decisions approved by the Council.

21.02 COMPENSATION. The City Administrator shall receive such salary as the Council shall from time to time determine by resolution, and payment shall be made from the treasury of the City, in the manner provided for paying other officers and employees.

21.03 ADMINISTRATIVE RESPONSIBILITY. The City Administrator is directly responsible to the Council for the administration of municipal affairs as directed by the Council. All City departmental administration requiring the attention of the Council shall be brought before the Council by the City Administrator and all Council involvement in administration initiated by the Council must be coordinated through the City Administrator.

21.04 GENERAL SUPERVISION. The Administrator shall have general supervision and direction of the administration of the City government. The Administrator shall give recommendations to the Council on measures that may be necessary or expedient for good government and the welfare of the City. The Administrator shall have the power to examine all functions and records of the municipal departments, boards, and commissions; may call for special reports from the heads of municipal departments, boards, and commissions at any time; and shall make recommendations to the heads of departments, boards, and commissions concerning their functions.

21.05 DUTIES. The duties of the City Administrator are as follows:

1. Supervise and direct the official conduct of all officers, departments, and employees of the City, specifically including but not limited to the police, fire, street, water, sewer, and building inspection departments, and shall make recommendations to the Council as to the employment, discipline, and discharge of such officers and employees. Decisions regarding the employment, discipline, and discharge of employees working for departments that have a governing board or commission shall be made in consultation with the City Administrator. When the governing board or commission and City Administrator disagree about employment, discipline, or discharge actions, the final decision rests with the City Council.
2. Be responsible for the implementation and administration of the City's Personnel Policies, as approved by the City Council.
3. Coordinate the activities of the City's departments, boards, and commissions.
4. Supervise enforcement and execution of the City laws.
5. With approval of the Council, represent the City in negotiations.

6. Supervise the performance of all contracts/agreements for the City, supervise all purchases of material and supplies, and see that such material and supplies are received and are of the quality and character called for by the contract. All contracts and agreements must be approved by the Council as required by law.
7. Supervise the construction, improvement, repair, maintenance, and management of all City property, capital improvements, and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements.
8. Provide for and cause records to be kept of the issuance and revocation of licenses and permits authorized by City law.
9. Keep the Mayor and Council fully advised of the financial and other conditions of the City and its future needs; provide periodic, itemized financial reports; and submit all necessary City, County, State, and Federal reports.
10. Conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
11. Make an oral or written report to the Council at the Council meeting each month, or as requested or needed. The report shall concern general municipal affairs, municipal departments and recommendations suitable for action by the Council.
12. Perform such other duties as outlined in the position's job description and as the Council may direct.