

CHAPTER 18A

CITY ADMINISTRATOR/CLERK

18A.01 Appointment and Term
18A.01 Compensation

18A.03 Administrative Responsibility
18A.04 Duties

18A.01 APPOINTMENT AND TERM. The Council shall appoint by majority vote a City Administrator/Clerk to serve at the discretion of the Council.

18A.02 COMPENSATION. The City Administrator/Clerk shall receive such annual salary as the Council shall from time to time determine by resolution.

18A.03 ADMINISTRATIVE RESPONSIBILITY. The City Administrator/Clerk is directly responsible to the Council for the administration of municipal affairs as directed by that body. All City departmental administration requiring the attention of the Council shall be brought before the Council by the City Administrator/Clerk.

18A.04 DUTIES. The duties of the City Administrator/Clerk are as follows:

1. Supervise enforcement and execution of the City laws.
2. Prepare the annual budget, present it to the Council, and administer the Council-approved budget.
3. Attend all meetings of the Council, unless excused by a majority of the Council.
4. Recommend to the Council such measures as may be necessary or expedient for the good government and welfare of the City.
5. Have the general supervision and direction of the administration of the City government.
6. Supervise and direct the official conduct of all officers, departments and employees of the City. Appoint and, when necessary, suspend or remove all officers and employees of the City except those officers and employees whose appointment, suspension or removal is otherwise provided for by law or ordinance.
7. Supervise the performance of all contracts for work to be done for the City, supervise all purchases of materials and supplies and see that such material and supplies are received and are of the quality and character called for by the contract.

8. 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.
9. Investigate the affairs and conduct of any department, agency, officer or employee under the supervision of the City Administrator/Clerk.
10. Provide for and cause records to be kept of the issuance and revocation of businesses and permits authorized by City law.
11. Recommend to the Council such measures as may be necessary or expedient for the good government and welfare of the City.
12. Keep the Council fully advised of the financial and other conditions of the City and of its future needs.
13. Conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
14. Perform other duties as the Mayor and Council may direct.
15. Perform the duties as outlined in Chapter 18 or delegate such duties to another City employee.

(Ch. 18A – Ord. 690 – Dec. 17 Supp.)