

## CHAPTER 25

# CITY ADMINISTRATOR

25.01 Appointment and Term  
25.02 Compensation

25.03 Administrative Responsibility  
25.04 Duties

**25.01 APPOINTMENT AND TERM.** The Council shall appoint by majority vote a City Administrator to serve at the discretion of the Council.

**25.02 COMPENSATION.** The City Administrator shall receive such annual salary as the Council shall from time to time establish by resolution.

**25.03 ADMINISTRATIVE RESPONSIBILITY.** The City Administrator is directly responsible to the Council for the administration of municipal affairs as directed by that body. All departmental activity 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.

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

1. To see that all resolutions, ordinances, laws, Council directives and approved operational policies are either faithfully enforced and executed or referred to the proper official for compliance.
2. To attend all meetings of the Council unless otherwise excused by the Mayor or Council.
3. To recommend to the Mayor and Council such measures as deemed necessary for good and efficient government and for the general welfare of the City.
4. To have general supervision and direction of the administration of all departments, offices, classifications and services and be directly responsible to the Mayor and Council for the operation or function of the same.
5. To supervise the performance of all contracts for work and services to be done by the City, except as specified otherwise in said construction or service program, and maintain an accounting of all obligations, agreements, commitments and contractual franchises involving the City and report to the Mayor and Council any deviations from the terms.
6. To direct the purchasing of all commodities, materials, supplies, capital outlay and services for all departments of the City that have been budgeted and appropriated by appropriate resolution of the Council and enforce a program to determine that such purchases are received and are of the quality and character called for in the appropriate purchase order. In addition thereto, the City Administrator shall require the taking of bids on all matters deemed advisable, as required by law or as directed by the Council and prior to the purchase of unbudgeted items costing in excess of twenty-five hundred dollars (\$2500.00), receive the approval of the majority vote of the Council before authorizing said purchase.

7. To have the power to suspend the services of any employee over which the City Administrator has specific authority as provided in this section. Said suspension shall remain in effect until the next Council meeting following the date of suspension, unless otherwise determined by a vote of the Council. The City Administrator's power to suspend pursuant to the provisions of this subsection shall not apply to any appointed officer.
8. To have the authority to employ any person for emergency purposes as deemed necessary for the welfare of the City, but in no case shall said employment be extended after the first Council meeting following the date of employment, unless otherwise approved by a vote of the Council.
9. To supervise and manage all buildings, structures and lands under the jurisdiction of the Council, and also be charged with the care and preservation of all City-owned equipment, tools, machinery, appliances, supplies and commodities under the control of the employees and departments, over which the City Administrator has specific authority.
10. To interview all persons prior to employment by the City and recommend to the Mayor and Council all matters pertaining to employment, promotions, discharges, reclassifications or rate of pay.
11. To see that all business affairs of the City are conducted by modern, approved methods and in an efficient manner.
12. To be responsible for the maintenance of accurate and current records of all affairs of the departments under the City Administrator's jurisdiction and in a form acceptable to the Council.
13. To perform all duties and have all direct authority in all matters delegated by a Council resolution.
14. To act as administrative assistant to the Mayor and perform duties in the coordination of all phases of municipal activity as directed by the Mayor and Council.
15. To assist and coordinate the functions and activities of the Finance and Personnel Committees, the Economic Development Committee, and the Committee of the Whole in accordance with Council directive.
16. To accept and file all citizens' complaints regarding the management and operation of all departments, offices and services of the City and promptly report said complaints, along with the name and address of the complaining party if known, to the Mayor and Council.
17. To keep the Council fully advised of the financial condition of the City and submit to the Council, when requested, itemized financial reports in writing and to prepare and submit annually to the Council the required budget for the City.