

CHAPTER 21

CITY ADMINISTRATOR

21.01 Appointment and Compensation
21.02 Administrative Responsibility

21.03 Powers and Duties Generally

21.01 *(Repealed by Ord. No. 15-04 – Oct. 15 Supp.)*

21.02 *(Repealed by Ord. No. 15-04 – Oct. 15 Supp.)*

21.03 POWERS AND DUTIES GENERALLY. The powers and duties of the City Administrator include the following:

1. Responsibility for all accounting and accounting procedures for the City.
2. Administration of all ordinances, resolutions, Council policies, directives and procedures.
3. Continuous study of the City government's operating procedures, organizations and facilities and recommendation of fiscal and other policies to the Mayor and Council whenever necessary.
4. Preparation and administration of the City's annual operating budget.
5. Supervision of the City's administrative policies and procedures, including personnel and purchasing.
6. Keeping the Mayor and Council informed as to the progress of programs and the status of policies.
7. Coordination and direction of all City services provided through the various departments.
8. Study of possible joint arrangements with municipal boards and commissions, making recommendations for such arrangements as are mutually acceptable and coordinating these activities as agreed upon.
9. Acting for the City in the exercise and execution of all policies and programs whereby the City is involved in a joint basis with any other governmental subdivision, agency or department.
10. Employment and removal of City employees in accordance with Council approved policies regarding pay, employment, and removal of such employees.

11. Perform such other duties as may hereafter be directed by the Council.