

CHAPTER 36: CITY ADMINISTRATOR

Section

- 36.01 Duties and responsibilities of City Administrator
- 36.02 Payment of vendors

Cross-reference:

City Administrator Officer powers and duties, see § 38.03

§ 36.01 DUTIES AND RESPONSIBILITIES OF CITY ADMINISTRATOR.

It shall be the duty and responsibility of the City Administrator to:

(A) Assist the executive authority in planning, organizing, supervising, coordinating and evaluating all activities and functions of the city.

(B) Supervise and/or perform research activities and provide advice reference policy formulation and city problems.

(C) Provide support for all committees and boards established by the city.

(D) Assist department directors with program implementation and administration.

(E) Keep Mayor advised on financial condition of the city.

(F) Prepare and administer operating and capital improvement budgets.

(G) Represent city executive and/or legislative personnel at meetings and public functions.

(H) Perform various public relations functions.

(I) Attend all Council meetings; prepare and deliver oral and written reports as requested.

(J) Insure that accurate records are prepared and maintained.

(K) Receive citizens' complaints and/or inquiries and attend to their disposition.

(L) Maintain liaison with various federal, state and local agencies, including the news media.

(M) Prepare and submit requests for funding from federal and state agencies; administer funded programs/projects.

(N) Serve as Human Resources Officer for the city; recommend personnel actions, including employment, promotions, salary increases, suspension, dismissal, etc.

(O) Ensure that accurate personnel files and payroll records are maintained.

(Ord. 9-94, passed 3-14-94; Am. Ord. 22:2006, passed 8-17-06)

Cross-reference:

Non-elected officers, see § 38.03

§ 36.02 PAYMENT OF VENDORS.

All statements submitted by vendors subsequent to the Thursday preceding the second Monday of each month shall be paid on the second Monday of the following month.

(Ord. passed 4-14-80; Am. Ord. 22:2006, passed 8-17-06)