

CHAPTER 11. CITY ADMINISTRATOR

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11.01. Office Created. There is hereby created the office of city administrator. He shall be appointed by the council on the basis of his training, experience, and administrative qualifications. Applicants shall not be required to be inhabitants of the city or state, but shall be citizens of the United States. The city administrator shall be appointed for an indefinite period and may be removed by the council at any time.

11.02. General Duties. The city administrator shall serve in an advisory and consulting capacity as special assistant to the mayor and council. He shall perform such special assignments of work as may be given to him by the mayor, council, or any standing committee of the council. He shall formulate suggested policy and compile supporting data for city projects and matters broader in scope than those affecting individual departments, boards, or commissions. He shall establish and maintain liaison between the mayor, council, department heads, commissions, boards, other governmental units, and interested civic organizations and groups. He shall also exercise such specific authority as the mayor and council may grant to him, consistent with the charter and ordinances of the city.

11.03. Appointive Authority. Except as hereinafter provided, the city administrator shall recommend to the appointing authority the appointment and removal of department heads, and he shall appoint and remove all other subordinate personnel authorized by the budget or delegate such authority to other city officers. The appointment and removal of subordinate personnel as authorized by this section shall be subject to the requirements of the city personnel policy and applicable provisions of the charter and state law. The city administrator shall not recommend or appoint personnel in the departments of public utilities, library, music, parks and recreation, police and fire, or in the mayor's office.

11.04. Specific Duties. The city administrator shall have the following duties, except as otherwise provided in the charter:

- (1) Coordinate the administrative functions and operations of the various departments, divisions and services of the city government, and on behalf of the council carry out the policies, rules, regulations and ordinances adopted by it relating to the administration of the affairs of such departments, divisions and services.
- (2) Recommend to the mayor and council for adoption such measures as he may deem necessary for the welfare of the people and the efficient administration of city affairs.

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- (3) Cause to be prepared the annual budget and submit it to the mayor and the council.
- (4) Receive and give immediate attention to all communications addressed to the council and determine their disposition, provided that all correspondence legally requiring council action shall be placed on the council agenda.
- (5) Attend all meetings of the council and report on or discuss any matter concerning the affairs of the departments, divisions, services, or activities of city government of which in his judgment the council should be informed.
- (6) Perform such other duties as the council may require.

(1569, 10/19/70)