

CHAPTER 21

CITY ADMINISTRATOR

21.01 Purpose
21.02 Office of City Administrator
21.03 Appointment and Term
21.04 Compensation

21.05 Residency Requirement
21.06 Administrative Responsibility
21.07 Duties

21.01 PURPOSE. The purpose of this chapter is to create the office of City Administrator and to set forth the duties and powers relative thereto.

21.02 OFFICE OF CITY ADMINISTRATOR. The office of City Administrator is hereby created. The office of City Administrator, City Clerk and other appointive positions may be filled by the same person unless otherwise precluded by State laws or ordinances.

21.03 APPOINTMENT AND TERM. The Council shall appoint by a majority vote a City Administrator to serve at the pleasure of the Council. However, the City Administrator may be removed by an affirmative four-fifths (4/5) vote of the Council.

21.04 COMPENSATION. The City Administrator shall receive such annual salary as the Council shall from time to time determine by resolution, and payment shall be made from the treasury of the City, in the manner provided for paying other officers and employees.

21.05 RESIDENCY REQUIREMENT. Within a reasonable period of time after employment, the City Administrator shall be required to be a resident of the City of Carlisle, Iowa.

21.06 ADMINISTRATIVE RESPONSIBILITY. The City Administrator is directly responsible to the Council for the administration of municipal affairs as directed by that body. All Council involvement in administration initiated by the Council should be coordinated through the City Administrator. Nothing contained herein shall be construed as limiting the Mayor's power of general supervision, appointment or removal as provided by State laws or current ordinances.

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

1. To attend all meetings of the Council unless excused.
2. To keep the Council fully advised of the financial and other conditions of the City and of its future needs.
3. To oversee enforcement and execution of the City ordinances.
4. To have the general supervision and direction of the administration of the City government.
5. To supervise and direct the official conduct of all employees of the City except the Library Director and library staff.

(Ord. 679 – Mar. 16 Supp.)

6. To investigate any affairs and conduct of any department, agency, officer or employee under the supervision of the City Administrator and report to the City Council.
7. To make recommendations to the Council concerning the employment, classification or discharge of all employees of the City except the Police Chief and Police Department, Fire Chief and Fire Department, the Library Director and library staff, City Attorney, and Deputy Clerk.
8. To assist the Mayor in any of the Mayor's duties as requested by the Mayor and as approved by the Council.
9. To study and recommend to the Council such measures as deemed necessary or expedient for the good government and welfare of the City.
10. To assist the Council with the municipal boards and commissions by making recommendations to the boards and commissions about planning, activities and the execution of its policies and programs as agreed upon.
11. To cooperate with any administrative agency and make recommendations to the Council for joint or cooperative activities with said agencies.
12. To 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.
13. To supervise the performance of all contracts for work to be done for the City, make all purchases of material and supplies and see that such material and supplies are received and are of the quality and character called for by the contract.
14. To prepare and administer the annual City operating budget in coordination with the Mayor and City Council.
15. To conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
16. To prepare and submit to the Council at its first meeting in October an annual report of the past year's activities for all City departments.
17. To represent and assist the Council or City in various official governmental and civic matters as directed by the Council.
18. To initiate, conduct, implement and evaluate studies, grants and programs as directed by the Council.
19. To perform the duties of City Clerk as required by State law and/or Chapter 18 of this Code of Ordinances and which are in addition to the duties of the City Administrator in all cases where the City Administrator is also the City Clerk.
20. To perform other duties at the Council's direction.