

## CHAPTER 21

# CITY ADMINISTRATOR

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**21.01 CITY ADMINISTRATOR'S OFFICE CREATED.** The office of City Administrator is hereby created, which office shall be filled by a majority vote of the City Council. The appointee shall hold office at the discretion of the City Council and shall be subject to removal by a majority vote of the City Council. The appointee shall be qualified by experience and training in management. The City Administrator shall receive such compensation as established by resolution of the Council. *(Ord. 17-04 – Nov. 04 Supp.)*

**21.02 POWERS AND DUTIES.** The powers and duties of the City Administrator are as follows:

1. Be responsible for all accounting and accounting procedures for the City.
2. Administer all ordinances, resolutions, City Council policies and directives.
3. Make a continuous study of the City government's operating procedures, organizations and facilities and recommend fiscal and other policies to the City Council whenever necessary.
4. Prepare and administer the City's annual operating budget.
5. Supervise the City's administrative policies and procedures, including personnel and purchasing.
6. Keep the City Council informed on the progress of its programs and status of its policies.
7. Recommend policies and procedures for City Council consideration.
8. Coordinate and direct all City services provided through the various departments.
9. Study possible joint arrangements with municipal boards and commissions, make recommendations for such arrangements as are mutually acceptable and coordinate these activities as agreed upon.
10. Assist the Mayor in any Mayor's duties as requested by the Mayor and as approved by the City Council.

11. Assist the City Council and the Planning and Zoning Commission in carrying out of the comprehensive plan and to assist in all other forms of planning within the City Government.
12. Act for the City in the exercise and execution of all policies and programs in which the City is involved on a joint basis with any other governmental subdivision, including any subdivision of the government of the State of Iowa or the United States.
13. Complete or supervise the completion of various State and Federal reports and forms.
14. Serve as consultant for Federally financed programs, preparing applications, carrying out community information programs, assembling data on housing needs, analyzing probable program results, and advising other staff on program requirements.
15. Represent the City at various meetings and conferences.
16. Serve as Zoning Administrator.
17. Collect information on current zoning and subdivisions.
18. Prepare maps of proposed zoning changes; research and review zoning and planning ordinances and laws, and recommend changes or adjustments in the City ordinances.
19. Assist in the analysis and application of standards, and in formulating all phases of a comprehensive plan as assigned; assist in analyzing and supplying census data.
20. Assist in preparation of the following special studies or projects: revision of the City Code and Zoning Ordinance; preparation of Capital Improvement Plan; preparation of Employee Personnel Policies and Job Descriptions.
21. Prepare and maintain, in collaboration with the respective supervisors, the capital improvement plan for all City departments and make other special studies as directed.
22. Supervise purchase of all materials, supplies and equipment for which funds are provided in the budget.
23. Attend all meetings of the City Council unless excused by the Mayor or Mayor Pro Tem.
24. Generally supervise and direct the administration of the City Government.

25. Supervise and direct the official conduct of all officers and employees of the City whom the City Administrator has power to appoint.

26. Provide for the issuance, suspension and revocation of such licenses and permits as are authorized by law or ordinance, cause a record thereof to be kept, and collect and deposit with the City Treasurer all fees for licenses and permits.

27. At all times, see that the business affairs of the City are transacted by modern and scientific methods and in an efficient and businesslike manner, and that accurate records of all the business affairs of the City are fully and accurately kept.

28. Perform such other duties, not in conflict with this chapter, as may hereafter be directed by the Council.

**21.03 CITY COUNCIL REPORTS.** The City Administrator shall be directly responsible to the City Council for the administration of municipal affairs as directed by that body. All departmental activity requiring the attention of the City Council shall be brought before the body by the Administrator and all City Council involvement in administration initiated by the City Council must be coordinated through the Administrator.

**21.04 CITY CLERK.** The City Administrator shall nominate, for City Council appointment, a City Clerk to perform the duties of the City Administrator in the Administrator's absence and to perform such other duties as assigned by the Administrator. *(Ord. 17-04 – Nov. 04 Supp.)*