

CHAPTER 21

CITY ADMINISTRATOR/CITY CLERK

21.01 Appointment and Term

21.03 Powers and Duties

21.02 Compensation

21.01 APPOINTMENT AND TERM. The Council shall appoint by majority vote a City Administrator/City Clerk, who shall hold office at the discretion of the Council and Be subject to removal by a majority vote of the Council.

21.02 COMPENSATION. The City Administrator/City Clerk shall receive such annual salary as the Council shall from time to time determine by resolution, and payment shall be made in the manner provided for the payment of compensation and allocation of benefits to other employees of the City.

21.03 POWERS AND DUTIES. The powers and duties of the City Administrator/City Clerk are as follows.

1. To attend all meetings of the Council.
2. To serve as City Clerk and perform the duties of Clerk as identified in Chapter 18 of this Code of Ordinances.
3. To serve as City Treasurer and perform the duties of Treasurer as indentified in Chapter 19 of this Code of Ordinances.
4. To have responsibility for the supervision of the following departments and offices and be directly responsible to the Council for the proper function of same:
 - A. Public Works Department;
 - B. Building Department;
 - C. City Administration Department.
5. To be responsible for the preparation and administration of the annual budget in the manner prescribed by law.
6. To compile and maintain current and up-to-date information regarding all funding sources of the City, including State and Federal grant and loan programs; to plan, develop, prepare and submit, with the approval and at the discretion of the Council, application for grants, loans and other sources of funding and to administer all such funding.

7. To formulate and recommend employment and personnel policies, compensation schedules and benefits for the approval of the Council.
8. To review and evaluate, along with appropriate department head, the applications for City employment in the departments under the City Administrator/City Clerk's supervision and jurisdiction and make recommendations to the Council for approval.
9. To employ, promote or reclassify, upon recommendation from the appropriate department head, and City employee for departments or areas under the City Administrator/City Clerk's supervision and jurisdiction.
10. To represent the City, as directed by the Council, in all negotiations and relations with employees, contractor, consultants, other governmental units, and civic organizations in which the City may have an interest, and cooperate with, assist and advise all administrative agencies, City boards and commissions and act as the Council's liaison and representative to such entities.
11. To be authorized to direct the purchasing of all commodities, materials, supplies, capital outlay and services for all department of the City that have been budgeted and appropriated by resolution of the Council, and to enforce a program to determine that such purchases are received and are of the quality and character called for in the order.
12. To coordinate with department heads the management of all buildings, structures, and land under the jurisdiction of the Council, and also be charged with care and preservation of all City-owned equipment, tools, machinery, appliances, supplies and commodities over which the City Administrator/City Clerk, by this chapter, has specific authority.
13. To reside, within a period of one year after appointment, within the City limits of the City.
14. To attend City, County, regional and any other meetings as requested by the Mayor and or Council.
15. To execute and file a bond for the faithful performance of the duties of the office, and in favor of the City, in such sum as determined by the Council. The City shall pay the cost of such bond.

16. To perform such other duties as the Mayor or Council may direct.
17. To serve as City Zoning Administrator and perform the duties of Zoning Administrator as identified in Chapter 165; Article 7; Section 6 of the Mitchellville Zoning Ordinance.