

CHAPTER 21

CITY ADMINISTRATOR

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21.01 APPOINTMENT. The City Administrator is to be appointed by a majority vote of the entire Council. The person so appointed shall be an at-will employee and shall serve at the pleasure of the Council. The Administrator shall be subject to removal by a majority vote of the entire Council. The City Administrator may or may not have a contract with the City of Grimes. The determination of whether to have a contract with the City Administrator is wholly within the discretion of the Council. The Administrator shall be subject to the City's Employee Handbook. However, nothing in the City Employee's Handbook shall remove the Administrator from the "at-will" employment status.

21.02 COMPENSATION. The City Administrator shall receive compensation as the Council shall fix from time to time by resolution.

21.03 DUTIES. The duties of the Administrator are as follows:

1. Be directly responsible to the Mayor and the Council for the administration of municipal affairs. All departmental administration requiring attention of the Council shall be brought before the Council by the Administrator. All Council involvement in departmental administration initiated by the Council must be coordinated through the Administrator.
2. Supervise and direct the official conduct of departments and employees of the City, specifically including the street, sewer, building and zoning inspector, water and administration departments.
3. Be responsible for the administration of all ordinances, resolutions and Council policies.
4. Supervise all accounting practices and procedures.

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5. Assist in preparing the City's annual operating budget.
6. Supervise and coordinate the City's administrative policies and procedures, including personnel policies and purchasing procedures.
7. Study and review on an ongoing basis the City's operating procedures, organizations and facilities.
8. Recommend such fiscal and other policies to the Council as may be necessary to improve the City Government.
9. Inform the Mayor and Council of the progress of programs and the status of City policies.
10. Advise the Mayor and Council of the financial condition and future needs of the City and make such recommendations as may be deemed advisable.
11. Attend all Council meetings unless excused by the Mayor.
12. Coordinate the preparation of ordinances, resolutions and contracts with the City Attorney and consult with the City Attorney on legal matters.
13. Supervise and coordinate the construction, improvement, repair, maintenance and management of all City property, capital improvements and other undertakings of the City.
14. Employ and remove City employees in accordance with Council approved policies and ordinances.
15. Cooperate and advise in the management of any administrative agency, including the Parks and Recreation Board and the Library Board.
16. Study possible joint arrangements with municipal boards and commissions, make recommendations concerning such arrangements as mutually acceptable, and coordinate these arrangements as agreed upon.

17. Act on behalf of 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 agencies of the State or Federal government.
18. Assist the Mayor in any of the Mayor's duties as requested by the Mayor and approved by the Council.
19. Perform such other duties as may be directed by the Council.

21.04 ASSIGNMENT OF DUTIES IN ABSENCE OF CITY ADMINISTRATOR. If the City Administrator's position is vacant, the City Administrator's duties outlined in Section 21.03 shall be assigned as follows:

1. The Council shall appoint a Public Works Director who will be considered an at will employee and serve at the pleasure of the Council. The Public Works Director shall be subject to removal by a majority vote of the entire Council. The Public Works Director shall not be subject to an existing City's employee handbook, and shall be considered an administrative employee. The Public Works Director shall be responsible for the duties outlined under Sections 21.03 (1) (2) (4) (8) (10) (12) (13) (14) (15) (17) and (18).
2. The Public Works Director and Financial Director shall be jointly responsible for the duties outlined under Sections 21.03 (7) and (20).

21.05 COMPENSATION OF PUBLIC WORKS DIRECTOR. If a vacancy exists in the City Administrator's position, the Public Works Director shall be compensated pursuant to the same method outlined for the City Administrator under Section 21.02.
