

CHAPTER 14**CITY ADMINISTRATOR**

14.01 APPOINTMENT. The City Administrator shall be appointed by majority vote of the Council and receive such compensation as shall be established by resolution.

(Code of Iowa, 1995, Sec. 372.13[4])

14.02 TERM. The City Administrator shall serve at the pleasure of the Council.

(Code of Iowa, 1995, Sec. 372.13[4])

14.03 CHIEF ADMINISTRATIVE OFFICER. The City Administrator shall be the chief administrative officer of the City.

14.04 COMBINED OFFICES. The Council may, by resolution passed by a majority of the entire Council, combine the office of City Administrator with the offices of City Clerk, Building Official and/or Zoning Administrator, and so long as the duties of any of those offices are performed by the City Administrator, there shall be no appointment to those offices.

14.05 POWERS AND DUTIES. The City Administrator shall have the following powers and duties:

1. Administration. Supervise and direct the administration of the City government.
2. Supervise Officers. Supervise and direct the official conduct of all appointed officers of the City except the Mayor Pro Tem, City Attorney, and City Engineer.
3. Personnel. Appoint, promote, reassign, reclassify, discipline, demote and discharge all employees in compliance with law and ordinance.
4. Compensation of Employees. Fix the compensation of all employees appointed by him or her, subject to the approval of the Council.
5. Investigation. Investigate, summarily and without notice, the conduct and affairs of any department, agency, officer or employee of the City.
6. Law Enforcement. Supervise the enforcement and execution of all laws and ordinances within the City.
7. Contracts. Supervise the performance of all contracts for work to be done for

the City.

8. Purchasing. Supervise the purchase and receipt of all materials, services, and supplies for and on behalf of the City.

9. Public Works. 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.

10. Attend Meetings. Attend all meetings of the Council and City administrative agencies.

11. Recommendations. Recommend to the Council any measures as are necessary or expedient for the good government and general welfare of the City.

12. Cooperation. Cooperate with any administrative agency of the City.

13. Accounting. Be responsible for all accounting and accounting procedures for the City, conduct the business affairs of the City, cause accurate records to be kept by modern and efficient accounting methods and keep the Council advised as to the financial and other conditions of the City and of its future needs.

14. Budget. Prepare and submit to the Council annually the required budgets.

15. Financial Reports. Submit a written, itemized financial report to the Council not later than the fifteenth day of each month, showing receipts, disbursements and investments for the preceding month.

16. Licenses. Provide for the issuance, suspension, and revocation of all licenses and permits authorized or required by law or ordinance.

17. Oaths. Administer oaths.

18. Powers Assumed. Assume the powers and duties of the City Clerk and Zoning Administrator.

19. Other. Exercise such other powers and perform such other duties as may be directed by the Council.