

CHAPTER 21

CITY ADMINISTRATOR

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21.01 APPOINTMENT AND TERM. The City Administrator shall be appointed by the majority vote of all members of the Council, shall hold office at the discretion of the Council, and shall be subject to removal and termination by majority vote of all members of the Council, subject to the provisions and protections of Section 372.15 of the Code of Iowa.

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

21.03 QUALIFICATIONS. The City Administrator shall be a person competent by education and/or experience to perform the duties imposed upon such person by this chapter. The City Administrator:

1. Shall possess a college degree in public administration or a related field and have three (3) years of experience in city administration or shall have a minimum of eight (8) years of practical experience in city administration.
2. Following appointment, shall reside within the school district of Perry Community Schools. *(Ord. 847 – May 06 Supp.)*
3. Shall devote full time to the diligent and faithful performance of duties hereunder and shall not, during the term as Administrator, engage in any other employment or self-employment activities or endeavors or hold any other office or position, except with the approval of the Council, by motion.
4. Shall not, during the term as City Administrator, hold any position as officer or director of any “for-profit” organization which does business or carries on any activities in the City, or own more than five percent (5%) of the outstanding stock of any corporation which does business or carries on activities within the City.

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

1. To supervise and direct the duties of the City Clerk and City Treasurer.
2. To supervise enforcement and execution of the City ordinances and resolutions and applicable State and Federal laws and regulations within the City.
3. To attend all meetings of the Council unless excused by the Mayor or majority of the Council members.
4. To recommend to the Council such measure as may be necessary or expedient for the good government and welfare of the City.
5. To have the general supervision and direction of the administration of the City government.
6. To supervise and conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
7. To supervise the performance of all contracts for work to be done for the City, supervise all purchases of material, supplies and equipment and insure that such material, supplies and equipment are received and are of the quality and character called for by the contract.
8. To supervise the construction, improvements, 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.
9. To be directly responsible to the Council for the administration of the City as directed by the Council.
10. To supervise and direct through established procedures, all officers, departments and employees of the City, specifically including but not limited to police, fire, streets, sewers, waste disposal and central administration. To effectuate this responsibility, the City Administrator shall have the power and authority to recommend employment of such assistants and other employees of the City for which the Council has approved.
11. To represent the City as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental units and civic organizations in which the City may have an interest.

12. To cooperate with, assist and advise all administrative agencies, City boards and commissions and act as the Council's liaison and representative to such entities.
13. To investigate the performance and conduct of any department agency, officer or employee of the City, as deemed appropriate.
14. To keep the Council fully advised of the financial and other conditions of the City and of its future needs.
15. To supervise and assist City boards, commissions and all City departments in the preparation, administration and operation of the City's annual budget.
16. To make to the Council periodic reports of the general condition of the City in writing at such intervals as the Council directs.
17. To advise, assist and consult with the City Attorney on all City legal matters.
18. To formulate and recommend employment and personnel policies, compensation schedules and benefits; to prepare and maintain job descriptions for all City employees, all with the approval of the Council; to supervise and direct negotiations in all matters relating to collective bargaining.
19. 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 direction of the Council, applications for grants, loans and other sources of funding and to administer all such funding.
20. To make recommendations to the Council and to participate in projects and endeavors to support and promote economic growth and development in the City.
21. To faithfully represent the Council and the City in intergovernmental relations.
22. To have the power to employ, reclassify, discipline or suspend any employee under the Administrator's direct control. The City Administrator shall also have the power to employ, reclassify, discipline, suspend or discharge any employee under the supervision and control of any department head, but only with the concurrence of the department head. The City Administrator shall not have the authority to employ or appoint, reclassify, discipline, suspend or discharge the Police Chief, Fire Chief, the Compliance Officer, the Public Works Director, the City Clerk or the City Attorney. However, the City Administrator shall, when appropriate, recommend to the Council action regarding such appointed

officers or employees of the City and shall also recommend to and seek direction from the Council when the Administrator and a department head are not in agreement in regard to the employment, reclassification, suspension, discipline or discharge of a City employee.

23. To perform such other duties as the Mayor or Council may direct.

21.05 COUNCIL RELATIONS. The City Administrator shall not participate in campaign activities in any City election, except by casting his or her vote, and shall not appoint an elected City official to any City office or employment position.

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