

CHAPTER 21

CITY ADMINISTRATOR

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21.01 OFFICE CREATED. There is hereby created the office of City Administrator for the City, also known as and may be herein referred to as Operations Manager, City Engineer, or Public Works Director.

21.02 APPOINTMENT AND TERM. The City Administrator is appointed by a majority vote of the Council, and shall serve at the direction of the Council, and shall be subject to removal by majority vote of the Council, subject to terms of such officer's contract with the City.

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

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

1. To supervise enforcement and execution of the City laws.
2. To attend all meetings of the Council and other City commissions and boards unless excused by the Mayor.
3. To recommend to the Council such measures as may be deemed necessary or expedient for the good government and welfare of the City.
4. To have the general supervision and direction of the administration of the City government.
5. To supervise and direct the official conduct of all officers of the City whom the City Administrator has power to appoint and to take active control of all City departments.
6. To supervise the performance of all contracts for work to be done for the City, make all purchases of material and supplies and see that such material and supplies are received and are of the quality and character called for by the contract.
7. To 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, except property, improvements, and undertakings managed by a utility board of trustees.
8. To perform other duties, not inconsistent herewith, as may be prescribed by the Council.

21.05 POWERS. The City Administrator, or any person appointed by the City Administrator for this purpose, may summarily and without notice, investigate the affairs and conduct of any department, agency, officer or employee under such person's supervision. The City Administrator shall further have the following powers:

1. To appoint, with approval of the Council, such administrative assistants as deemed advisable.
2. To employ, reclassify or discharge all City employees under such officer's supervision, subject to the provisions of the Veterans Preference Law (Chapter 35C of the *Code of Iowa*) and the Civil Service Law (Chapter 400 of the *Code of Iowa*).
3. To appoint or employ persons to fill all places for which no other mode of appointment is provided, and to have power to administer oaths of office.
4. To have such charge and control of the police department as the Mayor may at any time delegate in writing.
5. To have such other powers as may be prescribed by ordinance.

21.06 POWERS AND DUTIES AS OPERATIONS MANAGER. The powers and duties of the Operations Manager include but are not limited to the following:

1. Administration and supervision of water, waste water treatment, sanitation, code enforcement, engineering and public works operations and staff.
2. All other duties and responsibilities as assigned by the

Council. [The next page is 127]