

2.10.125 – City Administrator - Responsibilities

The position of City Administrator is hereby created. The City Administrator shall be chosen on the basis of executive and administrative qualifications with special reference to actual experience in, and knowledge of, accepted practices with respect to the duties of his or her employment as set forth herein and in the job description as established from time to time by the Mayor and City Council. At the time of such appointment, the City Administrator need not be a resident of the city, but shall reside within the city limits within twelve (12) months of appointment.

The City Administrator shall be the chief administrative officer of the city. Nothing set forth in this section shall give the City Administrator powers not permitted by professional ethics and standards. He or she shall be responsible to the Mayor and city council for the proper administration of the affairs of the city, and shall have the following powers:

- A. To enforce the ordinances of the city.
- B. Supervise and coordinate the work of all departments of the city.
- C. Recommend appointment, discipline and removal of staff officers of the city who are appointed by the Mayor pursuant to city ordinances, and, as to removal or suspension, when such removal or suspension will be consistent with the best interests of the city.
- D. Supervise and assist the appointed staff officers of the city. All appointed staff officers shall perform their duties subject to the direction of the City Administrator, except as otherwise provided or required by statute or city ordinance.
- E. Supervise and assist all staff officers of the city in the performance of their respective duties. All staff officers and employees of the city shall furnish and disclose to the City Administrator such oral or written information and material relating to the affairs of the city as he or she shall request.
- F. Attend all meetings of the city council unless excused by the city council. The City Administrator shall have the right to take part in the discussion of all matters coming before the city council and shall make recommendations on all matters under his or her purview, but shall have no right to vote. The City Administrator shall be entitled to notice of all regular and special meetings of the city council.
- G. Investigate all complaints in relation to matters concerning the administration, operation and activities of the government of the city and services maintained by the public utilities in the city and see that all franchises, permits and privileges granted by the city are faithfully observed.
- H. Provide or cause to be provided administrative support to all city boards and commissions and make recommendations to the city council and boards and commissions relating to matters of public health, safety or welfare, economic development or general public improvements. Said duties shall not supersede any authorities vested with the city council, boards or commissions under the state or city ordinance.
- I. Recommend to the Mayor and city council from time to time, the adoption of such measures as he or she may deem necessary or expedient for the health, safety or welfare of the community and for the improvement of administrative services.
- J. Oversee the purchase of all materials, supplies, equipment and services for which funds are provided in the budget according to the directives and mandates of State law and city ordinances.
- K. Oversee the determination of the salaries, wages, and hours and conditions of employment of all employees, subject to the approval of Mayor and city council.
- L. Hire, suspend, or remove all employees of the city, except those appointed by the Mayor with the advice and consent of the City Council and except those positions covered by state law, or by agreement such as collective bargaining agreements. His/her authority to hire, suspend, or remove all city employees shall take precedence over any conflicting ordinances; provided, however, the procedural steps specified in the conflicting ordinance for suspension or removal shall be followed. The City Administrator may authorize the head of a department or office to hire, suspend or remove an employee or employees in such department or office, in accordance with city personnel policies and procedures. (Ord. 2008-M-5 § 2.)
- M. Oversee the maintenance of current inventory of all real and personal property of the city and the location of such property. He/She shall be responsible for the care and custody of all city property which is not by state law or city ordinance assigned to some other officer or body for care and control.
- N. Prepare, or cause to be prepared, a budget report as required by the Illinois Compiled Statutes indicating the funds necessary to defray the estimated expenses of the city for the fiscal year. Prepare, or cause to be prepared, the annual budget in time for consideration and enactment by the city council as required by State law, and prepare, or cause to be prepared, the annual tax levy.
- O. Act as business manager for the city under the direction of the Mayor and city council and in cooperation with the Budget Officer, Director of Finance, City Collector, City Treasurer, and City Clerk. He or she shall control and direct all expenditures made by the city. He or she shall before the same is presented to the

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council for approval, certify as to the correctness of all bills and accounts, and shall have supervision, over the accounting and finance work of the city, and shall keep or cause to be kept, full and complete books of account showing the exact condition of the financial affairs of the city, and shall supervise the keeping of all necessary records to accomplish this to the extent that such supervision is not vested in the Budget Officer, Director of Finance, City Collector, City Treasurer or City Clerk by state statute.

- P. The representation of the city in any community or intergovernmental functions as may be directed by the Mayor.
- Q. Devote full time to the discharge of his/her official duties and not engage in any other employment without the written consent of the Mayor and city council.
- R. Perform other duties as may be required by resolution, ordinance or direction of the Mayor and/or city council.

(2006-M-24 : § 1; 1999-M-27 : § 1; 1999-M-27 : § 2)