

ORDINANCE NO. 0306A

AN ORDINANCE ESTABLISHING THE POSITION OF CITY ADMINISTRATOR AND DEFINING HIS/HER DUTIES AND RESPONSIBILITIES.

The City Council of the City of Newfolden, Minnesota ordains as follows:

SECTION 1. ESTABLISHING CITY ADMINISTRATOR

The position of City Administrator is hereby established; the City Administrator shall be the Chief Administrative Officer of the municipality.

The City Administrator shall be chosen by the City Council sole on the basis of his/her training and experience and administrative qualifications. The City Administrator shall be appointed for an indefinite period by a majority of the full City Council; any may be removed from office only by a majority of the full City Council after one hundred eighty (180) calendar days written notice. If he/she has served as City Administrator for one year, written charges and a public hearing on the charges before the City Council shall be provided if requested prior to the date wherein his/her removal takes place. Such request must be made within five (5) days of receipt of said charges. The public hearing must be held within thirty (30) calendar days after presentation of the charges and he/she must receive the charges at least ten (10) calendar days before the public hearing.

SECTION 2. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the City Administrator shall be:

1. Subject to City Ordinances, regulations, and other applicable laws, the City Administrator shall direct the administration of city affairs.
2. The City Administrator shall enforce all state laws, all city ordinances and resolutions.
3. The City Administrator shall supervise the activities of all city department heads and personnel in the administration of city functions and shall have the authority to recommend their employment or removal.
4. The City Administrator shall attend and participate in all meetings of the City Council. He/She shall be responsible for the preparation of the City Council Agenda and recommend to the City Council such measures as he/she may deem necessary for the welfare of the citizens and the efficient administration of the City. He/She shall attend all City Council meetings and may attend, at his/her discretion, unless directed by the City Council, other committee and commission meetings.
5. The City Administrator shall coordinate the preparation of the annual fiscal budget and capital improvement plan for the City Council. He/She shall maintain financial guidelines for the City within the scope of the approved budget and capital program. He/She shall submit reports to the City Council on the financial condition of city accounts and see that the annual financial statement is prepared in accordance with Minnesota Statutes.
6. The City Administrator shall handle all personnel matters of the City in conjunction with policies established by the City Council. He/She shall negotiate or delegate the negotiation of terms and conditions of employee labor contracts for presentation to the City Council.

7. The City Administrator shall represent the City at official functions as directed by the City Council and maintain good public relations with the citizens of the community.
8. The City Administrator shall act as purchasing agent for the City and be responsible in making all purchases in accordance with the approved city budget. He/She shall have the authority to sign purchase orders for routine services, equipment, and supplies for which the cost does not exceed five thousand and no/100ths dollars (\$5,000.00). All claims resulting from orders placed by the City Administrator shall be audited for payment by the City Council. He/She shall negotiate contracts for any kind of merchandise, materials, equipment, or construction work for presentation to the City Council.
9. The City Administrator shall coordinate city programs and activities as directed by the City Council. He/She shall monitor all consultant and contract work performed by the City. He/She shall coordinate the activities of the City Attorney.
10. The City Administrator shall be informed regarding federal, state and county programs which affect the city. He/She shall consult with officials of both public and private agencies as may be required.
11. The City Administrator shall be required to take an oath of office. He/She shall be bonded, at City expense, through a position bond which will indemnify the city.
12. He/She shall perform such other duties as may be prescribed by law or required by him/her by ordinance or resolutions adopted by the City Council.

SECTION 3. KNOWLEDGE AND ABILITIES

The City Administrator must have considerable knowledge of municipal government operation, proper procedures, public relations, finances, purchasing, and all administrative requirements for property city operation. He/She must have knowledge of or ability to acquire full knowledge of all laws affecting the city. He/She must have the ability to maintain harmonious relations with city employees and the general public. He/She must have the ability to plan development, collect and analyze material for reporting to the Council and conduct and implement standards of procedure, operation and organization for the city.

Adopted by the City Council of the City of Newfolden on this 6th day of March, 2006.