

CHAPTER 32: OFFICERS AND EMPLOYEES

Section

32.01 City Administrator/Clerk-Treasurer

§32.01 CITY ADMINISTRATOR/CLERK-TREASURER

(A) *Purpose.* The position of City Administrator/Clerk-Treasurer is established as the chief administrative employee for the City of Harmony. The city administrator/clerk-treasurer may employ the title of city administrator, city clerk/treasurer or combinations of these titles as deemed necessary and convenient. He or she shall be appointed by the City Council, and shall be accountable only to the Mayor and the City Council.

(B) *Responsibilities.* The responsibilities of the City Administrator/Clerk-Treasurer shall include those duties as described by State statute and city code for the city clerk/treasurer and those duties described herein.

1. Chief Administrative Officer. The city administrator shall be the chief administrative officer of the city and shall be responsible to the city council for proper administration of duties set forth in this ordinance and all affairs of the city.
2. Supervision of City Departments. The city administrator shall supervise the administration of all departments and offices of the city, including, but not limited to police, fire, ambulance, public works, public utilities, parks and recreation, community development and may delegate duties and responsibilities to department supervisors.
3. Administration. The city administrator shall develop and administer, subject to council approval and direction, all administrative rules, regulations and procedures necessary to insure the proper functioning of all departments and offices of the city including, but not limited to department practices or procedures, and performance of department responsibilities.
4. Personnel Matters. The city administrator shall be the personnel officer of the city with the following duties: implementation of all adopted personnel policies, periodic evaluation of all city employees, and the regulation of the terms and conditions of employee compensation for presentation to the city council.
 - a. Personnel Rules and Regulations. The city administrator shall develop and administer, subject to council approval and direction, all administrative rules, regulations, and procedures necessary for effective personnel management consistent with federal and state laws and city ordinances, including, but not limited to: scheduling of work, including overtime; payroll practices including determination of work periods and payroll check issuance; hiring, discipline and termination practices; grievance resolution; and compensation negotiation.
 - b. Personnel Hiring, Discipline, Discharge. The city administrator or respective department heads as delegated by the city administrator, shall interview and screen prospective employees as permitted by law and shall have recommendations to the city council before the city council makes any appointments. The city administrator shall have the power, as provided in

the city personnel policy, to discipline and discharge any city employee with city council approval.

5. Financial Matters. The city administrator shall be the chief financial officer of the city with the following duties: maintenance of accurate and timely financial records, management of municipal investments, development of financial policies and procedures, preparation and submission of reports to the city council on the financial condition of the city and ensuring that the annual financial statement is prepared in accordance with Minnesota Statutes.

a. Budget. The city administrator shall prepare the annual operating budget and capital budget for the city and submit it to the city council. After adoption the city administrator shall implement the budget and recommend changes to the council as deemed necessary.

b. Purchasing. The city administrator shall act as purchasing agent for the city and be responsible in making all of the purchases in accordance with the approved municipal budget, and subject to such approval of the city council as may be required. The city administrator shall have the authority to sign purchase orders for routine services, equipment and supplies for which the cost does not exceed one thousand dollars (\$1,000). All claims resulting from orders placed by the city administrator shall be audited for payment by the city council. The city administrator shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the city council.

6. Meetings. The city administrator shall attend and participate in all meetings of the city council. The city administrator shall be responsible for the preparation of the city council agenda and recommend such measures as deemed necessary for the welfare of the citizens and the efficient administration of the city. The city administrator shall attend other meetings of city and community bodies as deemed necessary

7. Programs. The city administrator shall coordinate municipal programs and activities as directed by the city council. The city administrator shall research and prepare recommendations for the city council on changes to existing programs or on new programs that would benefit the community. The city administrator shall monitor all consultant activities and contracted work performed for the city and shall coordinate the activities of the city attorney.

8. Public Relations. The city administrator shall represent the city at all official functions as directed by the city council and maintain good public relations with the citizens of the community, government agencies and other persons doing business with the city.

9. Knowledge. The city administrator shall keep informed regarding federal, state and county programs that affect the municipality. The city administrator shall consult with officials of both public and private agencies as may be required.

10. **Community Development.** The city administrator shall work with city and community groups in achieving community and economic development goals. The city administrator, with the help of the above mentioned parties, shall develop proposals that meet guidelines set by the city council. The city administrator shall present said proposals to the city council for their review and approval.

11. **Other.** The city administrator shall perform such other duties as the city council may from time to time prescribe.

(C) *Qualifications.* The city administrator shall have considerable knowledge of municipal government operations, proper procedures, public relations, personnel management, finance, purchasing, and all administrative requirements for proper municipal operation. He or she:

- 1) shall have knowledge, or the ability to acquire full knowledge, of all laws affecting the municipality;
- 2) shall have the ability to encourage harmonious relations with municipal employees and the general public;
- 3) shall have the ability to coordinate development, to collect and analyze material for reporting, and to initiate and implement standards of procedure, operation and organization; and
- 4) shall have a degree in public administration or related subject and at least two years of related work experience.

(D) *Term of Office.* The city administrator shall be appointed for an indefinite term.

(E) *Discharge, Appeal.* The city administrator may be removed from office according to applicable state statutes and city ordinances concerning the removal of appointed officers.