

CHAPTER 12
CITY ADMINISTRATION

- Section 12.010** **Position Established**
- Section 12.020** **Duties**
- Section 12.030** **Qualifications and Appointment**

SECTION 12.010 POSITION ESTABLISHED

There is hereby established the position of City Administrator for the City of Eagle Lake.

SECTION 12.020 DUTIES

Subd. 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 the proper administration of the duties set forth in this ordinance and all affairs of the City.

Subd. 2. Statutory Duties of Clerk-Treasurer. The Duties of the City Administrator shall include those duties prescribed by law for statutory city clerks and statutory city treasurers. The Administrator shall employ the title of clerk, treasurer, administrator, or hyphenated combinations as deemed necessary or convenient.

Subd. 3. Supervision of City Departments. The City Administrator shall supervise the administration of all departments and offices of the City and may delegate duties and responsibilities of City department supervisors.

Subd. 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 and review of all City employees, and the scheduling of work. The City Administrator may delegate these responsibilities. The City Administrator shall serve as a non-voting, ad-hoc member to the Personnel Committee and shall provide staff support to that committee.

Subd. 5. Budget. The City Administrator shall prepare and submit a proposed annual budget to the City Council and keep the Council advised of the financial condition of the City and make recommendations as may from time to time be determined desirable and/or necessary.

Subd. 6. Purchasing. The City Administrator shall act as purchasing agent for the City and shall be responsible in making all purchases in accordance with the approved municipal budget. The City Administrator shall have the authority to sign purchase orders for routine services, equipment and supplies, for which the cost does not exceed five thousand dollars (\$5,000.00), while Department Heads shall have the authority to sign purchase orders for routine services, equipment and supplies, for which the cost does not exceed twenty-five hundred dollars (\$2,500). All claims resulting from orders placed by the City shall be audited for payment by the City Council. The City Administrator shall negotiate contracts for any kind of merchandise, service, materials, equipment, or construction work for presentations to the City Council.

Subd. 7. Consultants. The City Administrator shall monitor all construction and contract work performed for the City. The City Administrator shall coordinate the activities of the City Engineer and City Attorney.

Subd. 8. Recommendations to the City Council. The City Administrator shall recommend from time to time the adoption of such measures as the Administrator deems necessary or expedient for the health, safety, and welfare of the community or for the improvement of administration.

Subd. 9. Meetings. The City Administrator shall attend and participate at all meetings of the City Council and other official bodies as directed by the City Council. The City Administrator shall be responsible for the preparation of the City Council agenda and all related items. 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.

SECTION 12.030 QUALIFICATIONS AND APPOINTMENT

Subd. 1. Qualifications. The City Administrator shall have the same general qualifications for municipal service as other City employees pursuant to the City personnel policy.

Subd. 2. Appointment. Appointment shall be made by the City Council solely on the basis of executive, administrative, education, and experiential qualifications. Unless otherwise indicated by this ordinance or action of the City Council, the City Administrator shall be subject to the adopted City personnel policy.