

## **Ordinance #**

### **AN ORDINANCE TO AMEND TITLE 1 OF THE ASHLAND CITY MUNICIPAL CODE BY ADDING CHAPTER 5 CREATING THE POSITION OF CITY ADMINISTRATOR**

**WHEREAS**, Section 20 of the Charter of the Town of Ashland City provides in part that, “The City Council may appoint a City Administrator who shall be under the control and direction of the City Council including the hiring and firing of a City Administrator. The City Administrator shall report to and be responsible to the City Council. “

**WHEREAS**, Section 20 of the Charter also states that upon passage of an Ordinance that the City Council may require certain responsibilities of the City Administrator.

**WHEREAS**, the City Council recognizes that hiring a trained management professional to oversee the day-to-day operations of the town is the best way to ensure the town’s services are provided in the most efficient and effective manner;

**NOW THEREFORE**, be it ordained by the Council of the Town of Ashland City Tennessee as follows:

#### **Section 1**

Title 1 of the Ashland City Municipal Code is amended by adding the following new Chapter 5:

#### **Chapter 5**

##### **City Administrator**

Section 1-401. Position created

Section 1-402. Qualifications and selection

Section 1-403. Tenure and compensation

Section 1-404. Duties

Section 1-405 Bond

Section 1-406 Residency requirement

1-401. Position Created. There is hereby created the position of City Administrator.

1-402. Qualifications and selection. The city administrator shall, at a minimum, have a bachelor’s degree, although a master’s is preferred, in public administration, business administration, political science, or related field from an accredited college or university with a minimum of 5 to 7 years executive management experience in government or a closely related field which includes operations,

budgeting and managing personnel. A city administrator should have a working knowledge of government finance with proven experience in administering budgets and should possess high level communications skills.

The city administrator shall have the ability to study municipal operations and make recommendations to the Board for improvements. He or she shall have the ability to plan, assign, and coordinate the activities of the city employees and other resources in order to achieve the most efficient and effective day to day operations. The city administrator shall have the ability to establish and maintain effective working relationships with the general public, employees, and elected officials. The city administrator shall be able to operate effectively and efficiently in a team environment. He or she shall be detail oriented and self-motivated.

The city administrator shall be appointed by majority vote of the City Council, and said appointment shall be based solely upon merit, taking into account each candidate's education, work experience, personal skills and technical skills. The mayor and city council members will jointly participate in interviews for the city administrator position with a majority vote needed to hire the city administrator.

1-403. Tenure and compensation. The city administrator shall be an employee at will of the Town and serve at the will of the city council. The city council shall determine appropriate employee benefits and compensation of the city administrator and said salary and benefits shall be provided for in the annual budget that is approved by the city council.

1-404. Duties. The primary duties of the city administrator include, but are not limited to, the following:

1. Responsible for the daily and efficient operation of city functions and services.
2. Manages and supervises all departments and offices and for the overall operation of the city; plans and organizes workloads and staff assignments; train, leads and evaluates assigned staff; reviews progress and directs changes as needed.
3. Prepares the agenda for city council meetings in consultation with the mayor, council members, city recorder and all department heads.
4. Attend all official meetings of the city council and its committees including but not limited to the Planning Commission with the right to take part in all discussions, but not vote.
5. Recommend to the Council the adoption of all such ordinances, resolutions, or other action that he or she deems necessary.
6. Assist Mayor and Financial Director with preparation and implementation of the annual budget for all funds and departments. Charged with oversight of departmental budget development.
7. Coordinate long range budget planning efforts and prepare capital project budgets for the city.
8. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
9. Issues written and oral instructions; assigns duties and examines work for exactness, professional presentation, and conformance to policies and procedures.
10. Facilitates positive, professional attitude among workers and resolves grievances.
11. Performs or assists subordinates in performing duties; adjusts errors and complaints.
12. Ability to develop the city's workforce into an effective team. Also, able to integrate the employee team with the council in order to achieve goals and provide effective services.
13. Prepares a variety of studies, reports, and related information for decision making purposes as needed.

14. Nominate individuals to Mayor for appointment as department head and supervise activities of all department heads.
15. Initiate discipline and discharge proceedings against department heads and employees with the concurrence of the mayor.
16. Provides professional advice to the council and department heads; makes presentations to the Board and committees, civic groups, and general public.
17. Act as purchasing agent for the city and implement/enforce all purchasing policies and procedures adopted by the Council. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control.
18. Make recommendations to the Council for improving the quality and quantity of services to be rendered by the employees to the public.
19. Keep the council advised as to the condition and needs of the City. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities.
20. Report to the council on the condition of all equipment, buildings, and real estate.
21. Monitor all available grant opportunities and administer and coordinate all state and federal grants received by the city.
22. To implement personnel ordinances, rules and regulations as adopted by the Council.
23. Prevent the incurring of expenditure obligations without approval unless funds are available for the expenditure.
24. Responsible for maintaining property and liability insurance as well as obtaining bids when necessary.
25. Keep the council advised as to the financial condition and future needs of the City and make recommendations concerning the affairs of the City.
26. Coordinates special projects for the city, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services.
27. Oversees professional contractors and or consultants providing services for city projects as well as facilitates cooperation with the project throughout the organization and provides information and support as needed.
28. Administratively reviews and approves for appropriateness and sufficiency of all contracts, obligating documents, payments, and other documents requiring the mayor's signature for executive, as well as proposed Council Order and communication with the city council along with the city attorney prior to the mayor's signatures.
29. Represents the Mayor and the city at various meetings, functions, and events; serves as a liaison to various civic or governmental organizations and committees; confers regularly with officials from the other municipalities, chamber of commerce, authorities and commissions and keeps the mayor apprised of activities.

Section 1-405. Bond. The city administrator shall be bonded in such sum as may be fixed, by and with such surety as may be acceptable to, the city council. The town shall pay the cost of said bond.

Section 1-406. Residency requirements. The city administrator need not be a resident of Ashland City or Cheatham County. However, the city administrator should live within a commutable distance to Ashland City so all functions of the position can be more efficiently fulfilled.

## Section 2

This Ordinance shall take effect 20 days from and after its final passage.

Passed 1<sup>st</sup> reading \_\_\_\_\_

Passed 2<sup>nd</sup> reading \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Interim City Recorder