

## Ordinance \_\_\_\_\_

### AN ORDINANCE TO AMEND TITLE 1 OF THE ASHLAND CITY MUNICIPAL CODE BY ADDING A NEW 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 as a City Administrator/City Manager or Assistant City Administrator/Manager in Local government, or a closely related field which includes operations management, budgeting and managing personnel. The City administrator should have a working knowledge of government finance with proven experience in administering budgets and should possess high level communication skills.

The City administrator shall have the ability to analyze 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 city employees and other resources 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, City Attorney, 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, considering 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.

**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 will be assigned by the council and may include, but are not limited to, the following:

1. Responsible for the daily and efficient operation of city functions and services, works with department heads for the efficient operation of the city. Makes recommendations to the Council for improving quality and quantity of services.
2. Works with the City Recorder in preparing the agenda for city council meetings in consultation with the Mayor, council members, city attorney, all department heads, and the City Recorder.
3. Attends 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.
4. Recommend to the city council the adoption of all such ordinances, resolutions, or other action that he or she deems necessary.
5. Assist Mayor, Finance Director and department heads with preparation and implementation of the annual budget for all funds and departments and shall be responsible for oversight of departmental budget development.
7. Coordinate long range budget planning efforts and prepare Capital Improvement Plan budgets for the city.
8. Works with department heads to determine work procedures, work schedules to expedite workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
9. Facilitates positive, professional attitude among workers and resolves grievances. able to integrate the employees with the council to have a cohesive team in order to achieve goals and provide effective services.
10. Prepares a variety of studies, reports, and related information for decision making purposes as needed.
11. Nominate individuals to Mayor for appointment as department heads and supervise activities of all department heads.
12. Initiate discipline and discharge proceedings against department heads and assists department heads with discipline and discharge of employees with the concurrence of the Mayor.

13. Provides professional advice to the council and department heads; makes presentations of the Board and committees, civic groups, and general public.
14. 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
15. Report to the council the condition of all equipment, buildings, and real estate.
16. Monitor all available grant opportunities and administer and coordinate all state and federal grants received by the city.
17. To implement personnel ordinances, rules and regulations as adopted by the Council.
18. 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 distance agreed upon between the City Administrator and the city council 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 1st reading \_\_\_\_\_

Passed 2nd reading \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Interim city recorder