

## **CHAPTER 2.22: CITY ADMINISTRATOR**

### **Section**

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### **§ 2.22.010 CREATION OF OFFICE; APPOINTMENT; TERM.**

The office of City Administrator is created. The City Administrator shall be appointed by the Mayor with the advice and consent of the City Council for an indefinite term. The City Administrator serves at the pleasure of the Mayor, who has sole discretion to unilaterally discharge the individual serving in that capacity at any time.

(Ord. 1401, passed 5-15-06)

### **§ 2.22.020 QUALIFICATIONS; REMOVAL.**

The City Administrator shall be chosen on the basis of her or his executive and administrative qualifications, with particular reference to actual experience or knowledge of accepted practices in respect to the duties of this office. The City Administrator need not be an actual resident of the city but proximity and accessibility to the city may be an element in the selection of the City Administrator. The City Administrator may be removed from office at any time by the Mayor.

(Ord. 1401, passed 5-15-06)

### **§ 2.22.030 GENERAL DUTIES.**

The City Administrator shall be the Chief Administrative Officer of the city, and reports to the Mayor who is the Chief Executive Officer of the city. The City Administrator is responsible to the Mayor and the City Council. The City Administrator shall be responsible for and direct the efficient and productive administration of all city departments, under the direction of the Mayor. The duties and responsibilities of the Administrator shall include, but are not limited to the following:

(A) The enforcement and administration of all laws, ordinances and city policies.

(B) The direction and supervision of all city departments, as delegated by the Mayor; the Administrator has the duty and responsibility to direct and coordinate all city-wide and interdepartmental projects, programs, policies, and administrative matters which are applicable to all departments.

(C) Facilitate the facts and evidence to the Civil Service Commission for the hiring, promotion, discipline, and discharge of any non-department head employee of the city (except Police Department employees) unless otherwise provided by the Statutes of Illinois.

(D) Conduct the selection processes and recommend only to the Mayor the appointment, suspension, or removal of all department heads.

(E) Conduct annual performance evaluations of all appointed department heads and other city employees who report to the City Administrator, and, in the absence of a department head due to a vacancy of that position, conduct annual performance evaluations for that department.

(F) Prepare the budget annually with the cooperation and assistance of other city staff and submit it to the Mayor and City Council together with a message describing the important features and be responsible for budget administration after adoption.

(G) Recommend to the Mayor and City Council personnel policies and a standard schedule of pay for each job classification in the city service and coordinate with union negotiations and make recommendations to the Mayor and City Council.

(H) Recommend to the Mayor and City Council adoption of such measures as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.

(I) Responsibility for handling and following up inquiries and/or requests for public services from elected and/or appointed officials of the city as well as from the public at large.

(J) Represent the city at any community or intergovernmental functions as may be directed by the Mayor and City Council.

(K) The attendance at City Council meetings and committee meetings, unless excused by the Mayor, and the right to take part in the discussions at said meetings, but with no right to vote.

(L) The production of required studies and recommendations for the improvement or change of existing or proposed city services or policies.

(M) The City Administrator shall perform additional duties as described specifically in the city's job description for the City Administrator position or may be assigned by the Mayor and/or City Council from time to time.

(N) The City Administrator shall have experience (including grants-in-aid) and procurement of alternate sources of financing in order to continue to provide a high level of municipal services, facilities and infrastructure in a cost-effective manner.

(Ord. 1401, passed 5-15-06)