

#### **1.04.001 City Administrator**

- a. Position created. The office of city administrator, the ~~chief~~ **the** administrative officer of the city, as created by Ordinance 464 adopted on November 9, 2009, is hereby ratified and confirmed.
- b. Appointment and removal. The city administrator shall be appointed by majority vote of the city council for an indefinite period. The terms of employment may be established through an employment agreement. The city administrator shall be subject to removal at the will of the city council for cause by a majority vote, provided the city administrator is notified of the charges and given an opportunity to respond to them, or for lack of confidence by a 2/3rds vote of the elected aldermen in favor of a resolution declaring said lack of confidence, subject to any employment agreement and/or right of hearing as may be provided in the city's personnel policies.
- c. Absence or disability of city administrator. In the event of absence or disability of the city administrator, the mayor shall perform the duties of city administrator.
- d. Powers and duties. The city administrator shall:
  1. Supervise and coordinate the activity of all city departments, including the hiring and firing of department heads and employees, except that those employees identified by ordinance or state law as officers of the city are to be hired and fired by the city council.
  2. Facilitate, lead, and/or participate in meetings and/or proceedings **pertaining to staff or issues of the City;**
  3. Serve as a liaison between departments, external organizations, the general public and other agencies **as directed by Council;**
  4. Assist the mayor in preparing the annual budget presented to city council for approval.
  5. Develop and maintain positive working relations with other local governments and state/federal agencies.
  6. Research, analyze, and make recommendations for cost effective improvements in city operations. Work with department heads to design, evaluate and administer departmental programs and services.
  7. Conduct research into various issues facing the city and make appropriate recommendations to council on a wide range of issues.
  8. Lead city staff in the accomplishment of city goals and priorities.
  9. Investigate grant opportunities and present findings to the city council. When authorized by the council, prepare grant applications. Manage grant projects which have been funded.
  10. Work closely with the **City Council**, city attorney and/or Texas Municipal League legal counsel to limit the city's exposure to liability regarding sensitive operational decisions, ensure the city's ordinances and policies comply with state and federal law and are properly constructed, and protect the city's interests in all contractual matters.
  11. Be ~~the~~ **a** primary point of contact for matters related to economic development.
  12. Provide for the maintenance of city property and equipment.
  13. Oversee the enforcement of city ordinances, policies, and procedures.
  14. Perform other such duties as may be prescribed by the mayor and city council or dictated by the nature of the position.
  15. **Provide a weekly report to the Council.**

(Ordinance 464 adopted 11/9/09; Ordinance 18.10.08C adopted 10/8/18)