

CITY OF ATLANTIS: CITY MANAGER JOB DUTIES

- (a) *Appointment; qualifications; removal; compensation.*
- (1) *Appointment.* Pursuant to the City of Atlantis Charter and Code of Ordinances, the City Council shall have the power and authority to employ or appoint a person as a City manager and to prescribe his or her powers and duties. The manager shall be the administrative head of the municipal government but shall be subject to the direction and supervision of the Council. The Council shall appoint a manager for a contractual term as approved by a majority vote of all of the Council Members.
 - (2) *Qualifications.* The manager shall be chosen solely on the basis of his or her executive and administrative qualifications, and he or she need not be a resident of the City.
 - (3) *Removal.* The manager shall hold office during the pleasure of the Council. The Council may remove the manager by a majority vote of all of the Council Members and, upon demand by the manager, a public hearing on removal shall be held prior to a vote on removal.
 - (4) *Compensation.* The manager shall receive such compensation as shall be fixed by the majority vote of all of the Council Members, and shall be adopted by resolution.
- (b) *Powers and duties of manager.* The City manager shall:
- (1) Be responsible for the operation of the City including, but not limited to, directing and supervising the administration of all employees, departments, offices and agencies of the City except as otherwise provided by the Charter or by law;
 - (2) Appoint or employ and, when he or she deems it necessary for the City, suspend or remove City employees in accordance with City personnel policies except as otherwise provided by the Charter or by law;
 - (3) Attend all Council meetings and have the right to participate in discussions but may not vote;
 - (4) Ensure that all laws, provisions of the Charter and acts of the Council, subject to enforcement by the manager or by officers subject to his or her direction and supervision, are faithfully executed;
 - (5) Prepare and submit the annual budget, budget message and capital improvements program to the Council in a form provided by statute, ordinance and/or City policy;
 - (6) Submit to the Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year;
 - (7) Prepare such other reports as the Council may require concerning the operations of City departments, offices and agencies subject to his or her direction and supervision;
 - (8) Receive and execute policy direction from the Council, keep the Council fully advised as to the financial condition, other pertinent conditions and needs of the City, and make such recommendations to the Council concerning the affairs of the City;

- (9) Establish measures to improve methods, use of City assets and equipment, changes in operations, working conditions, quality of work and, as necessary, expansion to increase the efficiency and services of the City;
 - (10) Sign contracts on behalf of the City consistent with City procedures and ordinances for procurement and expenditures;
 - (11) Represent the City in its interactions with other governmental jurisdictions, private firms, professional groups, citizen/resident groups, the press and the general public;
 - (12) Establish work priorities and assignments; set performance goals and objectives; monitor and evaluate operations; and implement changes to improve efficiency and accuracy;
 - (13) Respond to questions, issues and/or requests for information from employees, managers, residents, the general public and/or the Council; explain and interpret policies, procedures and regulations; and resolve complaints and issues which cannot be addressed by subordinate staff; and
 - (14) Perform such other duties as are specified in the Charter or may be required by the Council.
- (c) *Performance evaluation.*
- (1) The Council shall review and evaluate the performance of the manager at least once annually in accordance with the manager's contract.
 - (2) In performing the evaluation of the manager as set forth hereinabove, the Council shall utilize objective criteria which shall be established in conjunction with goals and objectives of the Council.