
City Manager

General Purpose

Serves as the chief administrative officer of the municipality, responsible for the efficient, ethical, and lawful operation of all city departments and the implementation of policies established by the governing body.

Duties and Responsibilities

- Directs, coordinates, and evaluates the activities of all municipal departments, either directly or through department heads.
- Implements ordinances, resolutions, policies, and directives adopted by the City Council.
- Prepares and administers the annual operating and capital budgets; monitors revenues and expenditures; recommends financial strategies to the governing body.
- Appoints, supervises, disciplines, and, when necessary, removes department heads and other employees in accordance with law and adopted personnel policies.
- Advises the City Council on municipal operations, financial condition, legal risk, and policy alternatives.
- Represents the City in intergovernmental relations, negotiations, and professional forums.
- Ensures compliance with all applicable federal, state, and local laws, regulations, and contractual obligations.
- Develops and enforces internal controls, risk management practices, and performance standards.
- Serves as the primary public information conduit for administrative matters, unless otherwise delegated.

Public Works Director

General Purpose

Plans, directs, and oversees the construction, maintenance, and operation of the City's public infrastructure and related services.

Duties and Responsibilities

- Manages public works functions including streets, drainage, water and wastewater systems, solid waste coordination, fleet maintenance, and facilities maintenance, as applicable.
- Develops and implements infrastructure maintenance programs and capital improvement projects.
- Prepares departmental budgets and manages expenditures within approved appropriations.
- Ensures compliance with engineering standards, environmental regulations, and safety requirements.

- Oversees contract administration for public works projects, including procurement, inspection, and performance monitoring.
- Supervises and evaluates public works staff; ensures appropriate training and certification.
- Responds to citizen inquiries and complaints related to infrastructure and public works services.
- Coordinates with engineers, consultants, utilities, and regulatory agencies.
- Provides technical advice and recommendations to the City Manager and City Council.

Finance Director

General Purpose

Serves as the City's chief financial officer, responsible for financial integrity, reporting, and internal controls.

Duties and Responsibilities

- Directs all financial operations including accounting, budgeting, treasury, purchasing, payroll, and financial reporting.
- Prepares the annual budget and long-range financial forecasts in coordination with the City Manager.
- Maintains accurate accounting records in accordance with generally accepted accounting principles (GAAP).
- Oversees cash management, debt administration, investments, and grant financial compliance.
- Prepares and presents periodic financial reports to the City Manager and City Council.
- Coordinates annual audits and serves as liaison with external auditors.
- Establishes and enforces internal controls to safeguard City assets.
- Ensures compliance with state laws, bond covenants, and financial disclosure requirements.
- Supervises finance department staff and ensures professional development.

Chief of Police

General Purpose

Serves as the chief law enforcement officer of the City, responsible for the protection of life and property and the enforcement of laws and ordinances.

Duties and Responsibilities

- Plans, directs, and administers all police department operations and personnel.
- Enforces federal, state, and local laws and City ordinances.

- Develops departmental policies, procedures, and training programs consistent with best practices and legal standards.
 - Prepares and administers the police department budget.
 - Ensures compliance with constitutional policing standards, use-of-force policies, and risk management requirements.
 - Oversees internal discipline, internal affairs investigations, and professional standards.
 - Coordinates with other law enforcement agencies and the criminal justice system.
 - Advises the City Manager on public safety issues, liability risks, and operational needs.
 - Engages with the community to promote public trust and crime prevention.
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City Secretary

General Purpose

Serves as the official custodian of City records and supports the governing body in its legislative and administrative functions.

Duties and Responsibilities

- Prepares agendas, minutes, and official records for City Council meetings and boards or commissions.
 - Maintains custody of ordinances, resolutions, contracts, and other official documents.
 - Oversees records management in compliance with state retention and public information laws.
 - Administers municipal elections in accordance with applicable law.
 - Coordinates posting and notice requirements for public meetings.
 - Serves as the City's public information officer for records requests, unless otherwise assigned.
 - Administers oaths of office and maintains official bonds and affidavits.
 - Provides administrative support to the City Council and City Manager.
 - Supervises clerical staff assigned to the City Secretary's office.
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Human Resources Director

General Purpose

Plans, directs, and administers the City's human resources programs to ensure compliance, consistency, and effective workforce management.

Duties and Responsibilities

- Oversees recruitment, hiring, classification, compensation, benefits, and employee relations.
- Develops and administers personnel policies and procedures.
- Ensures compliance with federal and state employment laws and regulations.

- Manages employee performance evaluation systems and disciplinary processes.
- Oversees training, professional development, and succession planning.
- Administers workers' compensation, leave programs, and risk-related personnel matters.
- Serves as advisor to the City Manager and department heads on employment and labor issues.
- Maintains confidential personnel records and HR information systems.
- Coordinates investigations of workplace complaints and misconduct.

Court Administrator

General Purpose

Manages the administrative operations of the municipal court in accordance with state law and judicial standards.

Duties and Responsibilities

- Oversees court clerks and daily court operations.
- Ensures compliance with state laws, Supreme Court rules, and judicial ethics requirements.
- Manages court records, case processing, fines, fees, and reporting requirements.
- Prepares and administers the court budget.
- Coordinates court schedules and provides administrative support to the municipal judge.
- Ensures proper handling of warrants, subpoenas, and judicial documents.
- Oversees customer service functions related to defendants and the public.
- Implements internal controls to protect court funds and sensitive information.
- Serves as liaison with law enforcement, prosecutors, and state reporting agencies

Governance Framework: Authority Alignment

City Council Authority (Collective Body Only)

The City Council, acting as a body and not through individual members:

- Establishes municipal policy, ordinances, and resolutions.
- Adopts the annual budget, tax rate, and capital improvement plan.
- Appoints, evaluates, and removes the **City Manager, City Attorney, Municipal Judge(s), and City Secretary** (if so provided by charter).
- Provides strategic direction and sets performance expectations for the City Manager.
- Exercises quasi-judicial authority where required by law.
- Does **not** direct or supervise City employees other than those expressly appointed by Council.

City Manager Authority

The City Manager is the **sole administrative authority** over City operations and personnel, except where state law assigns independence (e.g., Municipal Court judiciary).

- Executes and enforces Council-adopted policy.
- Supervises all department heads and employees.
- Controls day-to-day operations, internal procedures, and discipline.
- Prepares and administers the budget.
- Acts as the primary risk manager and compliance officer.
- Serves as the Council's chief professional advisor.

Position-by-Position Authority Alignment

City Manager

Reports To: City Council

Council Authority Over Position:

- Appointment, evaluation, compensation, and removal.
- Establishment of performance goals and expectations.

City Manager Authority:

- Full administrative authority over all departments and personnel.
- Authority to hire, discipline, and terminate department heads (unless otherwise required by charter).
- Authority to issue administrative directives and operating procedures.
- Authority to represent the City in operational, intergovernmental, and contractual matters (subject to Council approval where required).
- Responsibility to inform Council of material risks, liabilities, and policy implications.

Governance Boundary:

- Council sets *what* is to be done; City Manager determines *how* it is done.
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Public Works Director

Reports To: City Manager

Council Authority:

- Approves budgets, capital projects, and contracts.
- Adopts ordinances and policies affecting infrastructure standards and funding.

City Manager Authority:

- Appoints, evaluates, disciplines, and removes the Public Works Director.
- Assigns duties, priorities, and performance standards.
- Directs implementation of Council-approved infrastructure policies and projects.

Operational Role:

- Executes infrastructure programs under City Manager direction.
 - No independent authority to respond to Council direction except through the City Manager.
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Finance Director

Reports To: City Manager

Council Authority:

- Adopts the annual budget, tax rate, debt issuances, and financial policies.
- Receives financial reports and audit results.

City Manager Authority:

- Appoints and supervises the Finance Director.
- Directs financial administration, internal controls, and reporting.
- Assigns financial priorities consistent with Council policy.

Operational Role:

- Serves as chief financial advisor to the City Manager.
 - Provides financial information to Council **through** the City Manager unless otherwise requested in a public meeting.
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Chief of Police

Reports To: City Manager

Council Authority:

- Adopts ordinances, public safety policy, and budget allocations.
- May set strategic public safety goals through the City Manager.

City Manager Authority:

- Appoints, evaluates, disciplines, and removes the Chief of Police.
- Directs departmental priorities, staffing levels, and policy implementation.
- Exercises administrative oversight to mitigate liability and ensure compliance.

Operational Role:

- Full operational command of the police department, subject to City Manager oversight.
 - No independent reporting or directive relationship with individual Council members.
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City Secretary

Reports To: City Manager (administratively)

Appointed By: City Council (if provided by charter or ordinance)

Council Authority:

- Appointment and removal if charter-assigned.
- Relies on City Secretary for official records, agendas, and minutes.

City Manager Authority:

- Day-to-day supervision and administrative direction.
- Performance evaluation (unless charter specifies otherwise).
- Assignment of staff and administrative priorities.

Governance Boundary:

- City Secretary serves the Council in its legislative capacity while remaining administratively accountable to the City Manager.
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Human Resources Director

Reports To: City Manager

Council Authority:

- Adopts personnel policies, pay plans, and benefits.
- Sets overall employment philosophy and risk tolerance.

City Manager Authority:

- Appoints and supervises the HR Director.
- Directs employee relations, discipline systems, and compliance strategy.
- Final administrative authority on personnel matters.

Operational Role:

- Advises the City Manager and department heads.
 - Does not independently adjudicate employment disputes involving Council policy without City Manager direction.
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Court Administrator

Reports To: Municipal Judge (judicial matters)

Reports To: City Manager (administrative matters)

Council Authority:

- Appoints Municipal Judge(s).
- Adopts court budget and establishes court by ordinance.

City Manager Authority:

- Administrative oversight for staffing, budgeting, facilities, and support services.
- No authority over judicial decisions or case outcomes.

Judicial Independence:

- Court Administrator must maintain neutrality and independence in judicial functions, insulated from Council and City Manager influence.
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Key Governance Rules for Clarity and Risk Reduction

1. **No Individual Council Member Authority**
 - Council members have no authority to direct staff or demand action outside a duly posted meeting.
2. **Single Point of Administrative Control**
 - All operational direction flows through the City Manager.
3. **Information Flow**
 - Staff communicate with Council at public meetings or as authorized by the City Manager.
4. **Discipline and Personnel Matters**
 - Exclusively within City Manager authority, except for positions appointed by Council.
5. **Risk Management**
 - City Manager is responsible for identifying and mitigating operational and legal risk; department heads execute controls.