

City Administrator

Role Overview Under the Mayor–Council Form of Government

Executive Summary

Under the Mayor–Council form of government, the Mayor serves as the City’s elected chief executive. A City Administrator may be appointed to assist the Mayor by overseeing day-to-day administrative operations under the Mayor’s direction. The Administrator implements Council policy, coordinates departments, and supports personnel administration. Final executive authority — including hiring, termination, and major policy decisions — remains with the Mayor.

Day-to-Day Administrative

Under the direction of the Mayor, the City Administrator oversees daily municipal operations, coordinates departmental activities, and addresses routine administrative matters. Operational issues are handled consistently while the Mayor remains informed of significant matters requiring executive attention.

Support to the Mayor

The Administrator assists the Mayor by monitoring the budget and ongoing projects, tracking Council priorities, preparing recommendations, and ensuring follow-through on adopted policies. The role is administrative and advisory in nature, with decision-making authority remaining with the Mayor as provided by law.

Personnel Administration

In assistance to the Mayor, the Administrator oversees employee supervision, discipline processes, and consistent application of personnel policies across departments. The Administrator may make recommendations regarding hiring, evaluation, or termination; however, final authority for employment decisions remains with the Mayor.

Department Coordination

The Administrator serves as a central point of coordination for department heads under the Mayor’s leadership. This includes assisting with budgeting, staffing matters, interdepartmental communication, and policy interpretation, while elevating matters requiring executive action to the Mayor.

Implementation and Continuity

Under the Mayor’s oversight, the Administrator helps ensure consistent implementation of City Council policies, monitors compliance requirements, and tracks progress on strategic initiatives. This supports organizational continuity while preserving the Mayor’s executive responsibility.