

## CHAPTER 21

# CITY ADMINISTRATOR

21.01 Appointment and Term  
21.02 Compensation  
21.03 Administrative Responsibility

21.04 Duties  
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**21.01 APPOINTMENT AND TERM.** The Council shall appoint by majority vote a City Administrator to serve at the discretion of the Council.

**21.02 COMPENSATION.** The City Administrator shall receive such annual salary as the Council shall from time to time determine by resolution.

**21.03 ADMINISTRATIVE RESPONSIBILITY.** The City Administrator is directly responsible to the Council for the administration of municipal affairs as directed by that body. All City departmental administration requiring the attention of the Council shall be brought before the Council by the City Administrator. The City Administrator may serve as the head of one or more departments of the City government.

**21.04 DUTIES.** The duties of the City Administrator are as follows:

1. To supervise enforcement and execution of the City laws.
2. To attend all meetings of the Council unless excused by the Mayor.
3. To recommend to the Council such measures as deemed necessary or expedient for the good government and welfare of the City.
4. To have the general supervision and direction of the administration of the City government.
5. To supervise and direct the official conduct of all officers, departments, and employees of the City. In order to effectuate their responsibility and subject to the exception set out hereinafter, the City Administrator shall have the power and authority to employ such assistants and other employees of the City for which the Council has approved the position generally, and to discharge said assistants and employees found incompetent or derelict in their duties.
6. To supervise the performance of all contracts for work to be done for the City, supervise all purchases of material and supplies and see that such material and supplies are received and are of the quality and character called for by the contract.
7. To supervise the construction, improvement, repair, maintenance, and management of all City property, capital improvements and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements.
8. To investigate the affairs and conduct of any department, agency, officer, or employee under the supervision of the City Administrator.
9. To provide for and cause records to be kept of the issuance and revocation of licenses and permits authorized by City law.

10. To keep the Council fully advised of the financial and other conditions of the City and of its future needs.
11. To conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
12. To present to the Council monthly written itemized reports.
13. To have the capability to work with department heads in applying for grants.
14. To perform other duties as the Mayor and Council may direct.

**21.05 EX-OFFICIO CITY CLERK.** The City Administrator is ex-officio City Clerk and also performs the duties of Clerk as identified in Chapter 18 of this Code of Ordinances and by the *Code of Iowa*.