

CHAPTER 24

CITY ADMINISTRATOR

SECTION:

- 1-24-1: Position Established, Appointment
- 1-24-2: Salary
- 1-24-3: Duties
- 1-24-4: Act as Budget Officer

1-24-1: **POSITION ESTABLISHED, APPOINTMENT:** There is hereby established the position of the City Administrator. the City Administrator shall be appointed by a two-thirds (2/3) vote of the personnel committee, and he may be removed in the same manner.

1-24-2: **SALARY:** Beginning May 1, 1985, the Administrator shall be paid the salary of twenty two thousand dollars (\$22,000.00), payable on a weekly basis.

1-24-3: **DUTIES:** The City Administrator shall have the following duties and responsibilities:

- (A) Attend all regular and special City Council meetings.
- (B) Publish general advertisements and notices.
- (C) Coordinate bid procedures.
- (D) Perform general requests and projects of the City Council.
- (E) Keep cemetery records and handle matters relating to such matters and burials.
- (F) Handle personnel matters including payroll, tax reports, group insurance reports and claims, personnel files, attendance and time keeping matters and act as Illinois Municipal Retirement Fund agent.
- (G) Prepare the budget, maintain a receipts and disbursement ledger, maintain a general ledger, make all necessary reports, pay bills, oversee bank accounts, and investments, prepare tax levy ordinances, do utility billings, operate City business office.
- (H) The City Administrator shall also be responsible for public works including:

- Planning and Scheduling
- Maintenance Programs
- Waterworks System
- Sewer System
- Streets
- Garbage Collection
- Employee Supervision
- Purchasing
- Citizen Complaints

The City Administrator shall be the chief administrative officer of the City and have the duties to supervise the day-to-day operations of the City's departments and personnel (excluding police), and to carry out and implement the policies of the Mayor and City Council. In such capacity, other duties and responsibilities may be given to said officer by the City Council and are not necessarily limited by this Chapter.

1-24-4: **ACT AS BUDGET OFFICER:** The city Administrator shall also be the Budget Officer, as set forth in Title 1, Administrative, Chapter 23, Budget Officer and shall comply with all requirements and perform all duties set forth therein. (Ord. 84-14, 12-31-84)