

CHAPTER 26

**OFFICE MANAGER**

SECTION:

1-26-1: Position Established, Appointment

1-26-2: Salary

1-26-3: Duties, Responsibilities

1-26-1: **POSITION ESTABLISHED, APPOINTMENT:** There is hereby established the position of Office Manager. The Office Manager shall be appointed by the Mayor with the advice and consent of the City Council.

1-26-2: **SALARY:** Beginning May 1, 1992, the Office Manager shall be paid the annual salary set by the City Council, payable on a biweekly basis.

1-26-3: **DUTIES; RESPONSIBILITIES:** The Officer Manager shall have the following duties and responsibilities:

(A) Perform all of the duties and responsibilities of the City Administrator at the City Administrator's direction. (Ord. 91-24, 1-6-91)