

1 **ARTICLE A. CHIEF ADMINISTRATIVE OFFICER**

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3 **1-7A-1: DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER:**

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5 A. The Chief Administrative Officer (CAO) shall exercise such duties as the mayor
6 prescribes which are consistent with city ordinances and state law.

7 B. Powers And Duties Of City Administrator: The city administrator's powers and
8 duties shall include, but are not limited to:

9 1. Administering, supervising, and exercising control over all executive branch
10 departments and divisions of the city, including supervising all department
11 directors;

12 2. Recommending to the mayor the hiring, disciplining or termination of
13 department directors, statutory officers and other at-will employees appointed by
14 the mayor;

15 3. Hiring, disciplining, and terminating all other executive branch employees;

16 4. Conducting performance evaluations and pay adjustments as prescribed by
17 the code;

18 5. Supervising the administration and enforcement of all laws, including this
19 code, as they affect the executive branch departments and divisions;

20 6. Executing the policies affecting the departments that are adopted by the city
21 council;

22 7. Issuing rules, regulations, and procedures applicable to all city operations
23 and employees which are not in conflict with the laws of the state or this code;

24 8. Subject to state statute and council rules, attending all open city council
25 meetings (and closed meetings, if invited by the council) with the right to take
26 part in all discussions as requested by the council;

27 9. Establishing procedures, consistent with law and approved by the mayor, for
28 the purchase of materials or services and otherwise authorizing expenditures of
29 funds in executive branch departments on behalf of the city;

30 10. Approving and executing contracts;

31 11. Cooperating with, and instructing city employees to cooperate with, city
32 council investigative committees; and

33 12. Performing such other duties as directed by the mayor or permitted by law.

34 C. Assistant City Administrator: Subject to budget constraints, the mayor may
35 appoint one or more assistant city administrators, after a recommendation from the city
36 administrator, to exercise such duties as the city administrator shall prescribe which are
37 consistent with state law.

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1. An assistant city administrator shall be appointed on the basis of demonstrated ability and prior experience in the field of local government administration, together with such other qualifications as may be prescribed by the city administrator.