

SECTION 220 CITY ADMINISTRATOR

220.01. PURPOSE OF THE OFFICE.

The position of City Administrator was established to expedite the orderly and efficient operation of the governing of the City of Tonka Bay by the Mayor and the City Council. The City Administrator shall be the chief administrative officer of the City of Tonka Bay. The City Administrator shall be appointed by and directly responsible to the Mayor and the City Council. The City Administrator shall be employed at the pleasure of the Mayor and the City Council.

220.02 DUTIES.

The duties of the City Administrator shall be as follows:

1. Keep a minute book noting therein all the proceedings of the council.
2. Keep an ordinance book in which he shall record at length all ordinances passed by the council.
3. Direct the administration as provided by council action, state and federal statutes, coordinate with the council in administering municipal affairs.
4. The City Administrator shall see that all laws, ordinances and resolutions of the city are enforced and make recommendations for changes or additions and resolutions when necessary.
5. Prepare reports and summaries relating to contemplated municipal projects and/or improvements and submit them with recommendations as may be required to the Council for study and subsequent action.
6. Prepare an annual fiscal budget and capital improvement plan for submission to the council. Maintain financial guidelines for the municipality within the scope of the approved budget and capital program and shall submit quarterly reports to the council of the financial condition of the municipal accounts.
7. Prepare the annual financial statements and perform other duties as required in Minnesota Statutes 412.141 and 5.04 of the Code.
8. Attend and participate in all council meetings. Attend at his discretion or by invitation other committees and commission meetings.
9. Coordinate municipal programs and activities as authorized by the council.
10. Supervise the conduct of local elections in accordance with the prescribed laws and regulations.
11. Supervise the activities of all municipal department heads and the administrative staff in the administration of municipal policy with authority to effectively recommend their employment and removal.
12. Work in cooperation with the council's appointed attorney and engineer.
13. Prepare news releases, develop and discuss public relations material with all concerned as required. Maintain good public relations with the general public.
14. Consult with appointed officials and with other public or private agencies as may be required.
15. Be fully informed regarding federal, state and county programs which affect the municipality.

16. Assume the duties of Zoning Administrator. Must have a thorough working knowledge of all city ordinances and resolutions. Determine when variances and conditional use permits are necessary and process appropriate applications.
17. Direct the liquor store and monitor and make recommendations concerning merchandising, inventory control, purchasing methods, special events and promotions.
18. Write and update job descriptions for all employees.
19. The City Administrator shall supervise and exercise control over the activities of all municipal department heads and personnel of the city in the administration of municipal policy.
20. Prepare agenda for council meetings. Prepare complete background information on items on the agenda, recommend appropriate council action on agenda items.
21. The City Administrator shall coordinate all city insurance matters, including group insurance programs.
22. Handle all personnel matters for the city in conjunction with policy established by the council and shall have authority to recommend the employment or removal of all personnel. At the direction of the council he shall negotiate or be involved in negotiation of terms and conditions of employee labor contracts.
23. The City Administrator shall be bonded at city expense, through a position bond which will indemnify the municipality.
24. The City Administrator shall perform such other duties as may be prescribed by law or required of him by ordinance or resolutions adopted by the council, or assigned to him by the council.
25. The duties of the administrator shall include all duties prescribed by the State Statutory for City Clerk and Treasurer.