

ORDINANCE NO. 475

AN ORDINANCE TO SET FORTH THE POWERS AND DUTIES OF THE CITY ADMINISTRATOR.

Be It Enacted by the City Council of the City of BRITT, Iowa:

SECTION 1. A new Section 2-3-11 is adopted:

2-3-11 POWERS AND DUTIES OF THE CITY ADMINISTRATOR.

1. **APPOINTMENT AND COMPENSATION.** The Council shall appoint by majority vote a City Administrator to hold office at the pleasure of the Council. The City Administrator shall receive such compensation as established by resolution of the Council and shall also receive all personnel benefits available to other employees of the City and any other benefits the Council deems appropriate.

2. **MAYOR AND POLICE DEPARTMENT.** The City Administrator shall assist the Mayor in any mayoral duties as requested by the Mayor and approved by the Council. The City Administrator shall have such charge and control of the Police Department as the Mayor may at any time delegate in writing.

3. **RESPONSIBILITY.** The City Administrator shall be directly responsible to the Council for the administration of municipal affairs as directed by the Council. All departmental activity requiring the attention of the Council shall be brought before the Council by the City Administrator and Council involvement in administration initiated by the Council must be coordinated through the City Administrator.

4. **APPOINTMENT OF OFFICERS.** The City Administrator, subject to the approval of the Council, shall have the power to appoint persons to fill all offices for which no other mode of appointment is provided.

5. **POWERS AND DUTIES.** The powers and duties of the City Administrator are as follows:

a. To prepare the budget annually and submit it to the Council, together with a message describing the important features;

b. To prepare or supervise the development and administration of such accounting and reporting systems as may be necessary or desirable to accurately reflect the financial condition of the City.

c. To supervise the development and administration of a modern and efficient purchasing system covering the acquisition by the City of services, supplies and materials.

d. To supervise the performance of all contracts of the City, make all purchases of materials and supplies, and see that such materials and supplies are received; and are of the quality and character called for by the contract.

e. 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.

f. To act for the City in the exercise and execution of all policies and programs whereby the City is involved on a joint basis with any other governmental subdivision, including any subdivision of the government of the State of Iowa or of the United States of America.

g. To attend all meetings of the Council unless excused by the Mayor.

h. To summarily and without notice, investigate the affairs and conduct of any department, agency, officer or employee under the City Administrator's supervision, and compel the production of evidence and attendance of witnesses.

i. To assist the Council, the Planning and Zoning Commission, and all other boards or commissions in the carrying out and revision of the comprehensive plan and all other forms of planning for the future growth and development of the City.

j. To execute, oversee and coordinate the economic development efforts of the City.

k. To develop and administer personnel classification and pay plans; recruit, select, and employ personnel for positions authorized by the Council; reclassify or discharge all employees and set their compensation, subject to Council approval and provisions of the Veterans' Preference Law; supervise the official conduct and work response of all officers and employees appointed or employed by the City Administrator; and evaluate or oversee evaluations of the performance of all City employees.

l. To recommend to the Council such measures as the City Administrator may deem necessary or expedient for the good government and welfare of the City.

m. To supervise enforcement and execution of the City laws: investigate all complaints in relation to matters concerning the administration of the government of the City; and see that all franchises, permits, and privileges granted by the City are faithfully observed.

n. To keep the Council informed on the progress of all its programs and status of its policies. The City Administrator shall also coordinate and direct all municipal services provided through the various departments.

o. To carry on the management of any present board or commission if such board or commission is abolished or ceases to exist.

p. To perform other duties at the Council's direction, including those specified by statute or ordinance for the City Clerk.

6. **COUNCIL RETAINED POWERS.** Without limitation, the Council specifically retains the power to control and direct the activities of the City Administrator and to make and establish the policies of the City.

7. **MAYOR'S RETAINED POWERS.** Without limitation, the Mayor specifically retains the following powers:

a. To function as the chief elected official with responsibility for the general public relations of the City and inter-governmental affairs;

b. To preside at all Council meetings;

c. To cooperate with the City Administrator in the furtherance of the policies of the Council;

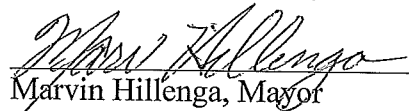
d. To fulfill all legal obligations and responsibilities provided by ordinance or State law.

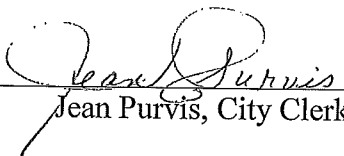
8. **COUNCIL RELATIONS.** The City Administrator shall not take part in any City election except by casting a vote and shall not appoint a City elected official to any City office or employment.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

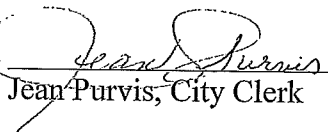
SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the 13 day of October, 2014, and approved this 13 day of October, 2014.


Marvin Hillenga, Mayor

ATTEST: 
Jean Purvis, City Clerk

I certify that the foregoing was published as Ordinance No. 475 on the 29 day of October, 2014.

Signed 
Jean Purvis, City Clerk

POSITION: City Clerk/Administrator

FLSA CLASSIFICATION: Exempt

FACILITY AND WORK AREA: City of Britt City Hall and other areas generally within the City of Britt.

JOB SUMMARY

Under administrative direction of the Mayor and City Council, performs work in overseeing and administering the operations of the Public Works, Fire, and Parks and Zoning Departments. Ensures that all business functions and affairs of the City are conducted in accordance with approved methods and in an efficient manner. Performs duties in the coordination of all phases of municipal activities as directed by the Mayor and City Council.

Examples of Essential Job Functions

1. Ensures that City Council directive and approved operational policies of the City are enforced, executed or delegated for compliance.
2. Consults with and advises other City employees to assist in prioritizing work items, resolving problems and communicating needs and activities of the City.
3. Supervises all City departments except the Police Department, including evaluation, promotion, approving the use of leave, and the recommendation of all disciplinary action.
4. Regularly communicates problems, needs and general condition of the City to the Mayor and City Council.
5. Attends, records activities and prepares minutes of all City Council meetings; prepares and distributes meeting agendas to the City Council, including any instructional or information supplements.
6. Ensures that legal requirements are met regarding public notices, publications and posting of City business.
7. Authenticates and signs City records, measures and actions including the time and manner of publication in the manner prescribed by law.
8. Maintains for public use copies of all effective ordinances and codes.

9. Prepares of the City's budget; monitors spending throughout the year.
10. Directs the purchasing of all materials, supplies and services as budgeted or appropriated by the City Council.
11. Supervises the management and upkeep of City-owned facilities.
12. Supervises the selection and hiring process for all employees. Interviews all persons prior to employment and recommends to the Mayor and City Council all matters pertaining to hiring, discharge and compensation.
13. Evaluates and issues a variety of licenses and permits.
14. Prepares monthly budget status reports for review with the City Council.
15. Plans, formulates and recommends short and long range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency and environment.
16. Plans, coordinates and directs the City's grant application activities, including grant writing and administration.
17. Supervises the performance of all contracts for work and services to be done by or for the City.
18. Attends a variety of meetings and acts as the City's representative to officials of other municipalities, federal and state agencies, and the public.
19. Evaluates, develops and updates operating policies and procedures to ensure City affairs are conducted in a modern and efficient manner.
20. Authorizes and coordinates appropriate action during emergency situations.
21. Administers oaths of office to City Officers as required by local or state statute.
22. Responsible for investment of all idle City funds; supervises processing of investments at maturation.
23. Supervises and bears responsibility for processing daily receipts and related activities as required.
24. Prepares and distributes payroll checks for City employees; Maintains payroll deduction records and remits payments to appropriate agencies.

25. Maintains personnel records; retains all pertinent information for each employee's personnel file.
26. Serves as the City's safety compliance officer.
27. Prepares and maintains a comprehensive human relations program; Identifies and addresses training needs in staff; monitors work of subordinates; takes actions to correct deficient performance of subordinates; completes annual performance evaluations of staff.
28. Performs many duties involving confidential data; responsible for informing subordinate staff of legal and ethical issues involved with the use of confidential data.
29. Addresses and, if possible, resolves employee grievances in accordance with the established grievance procedure.

Other Job Duties

1. Assists all City departments as necessary
2. Attends workshops and seminars as approved to update knowledge and skills.
3. Answers phones and greets persons as necessary.
4. Performs other duties or assumes other responsibilities as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Physical Characteristics of the Job: Light work requiring the exertion of up to twenty (20) pounds of force occasionally, ten (10) pounds of force frequently or up to ten (1) pounds of force constantly to move objects.

Environmental Characteristics: The work is performed primarily in an office environment. The work may expose the incumbent to visual strain, unpleasant social situations, irregular work hours and significant work pace pressure.

EQUIPMENT AND MATERIALS USED

Personal computer, computer printer, general office equipment, calculator, dictionary, personnel policy manual, Code of Iowa, Federal Register, telephone, mobile radio, fax machine, copier machine.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- * Ability to solve a wide range of intellectual and practical problems.
- * Ability to perform advanced statistical and mathematical techniques.
- * Ability to report, write or edit articles for publication; ability to prepare deeds, contracts, resolutions or ordinances; ability to have substantial contact with people; ability to evaluate technical data.
- * Knowledge of the organization, functions and problems of municipal government; considerable knowledge of municipal, county, state and federal community-related statutes.
- * Knowledge of the principles and methods of public administration and public finance; ability to utilize computers for financial and word processing functions.
- * Comprehensive knowledge of the principles, practices, liabilities and methods of staff supervision and direction.
- * Ability to develop policies, plans and procedures.
- * Ability to establish and maintain an effective working relationship with coworkers and the general public.

Education Training and Experience

Required Education: Bachelor's Degree majoring in accounting, finance or public administration.

Preferred Experience: At least one year related experience in municipal government.

Required Special Qualifications

1. Shall be bondable.
2. Shall reside within the City of Britt.
3. Shall become an Iowa certified Municipal Clerk/Finance Officer.
4. Shall generally be available for off-hour emergencies.