

CITY ADMINISTRATOR

Organization: City of Ashland, Missouri

Date Posted: 04-01-2019

City: Ashland

Location: Missouri

Primary Category: City Administrator

Application Deadline: Until position is filled.

The City of Ashland is seeking a qualified individual for the position of City Administrator. This position shall be the Chief Administrative Assistant to the Mayor. The City Administrator shall coordinate and be responsible for the administrative operations of all City Departments, including developing, recommending and implementing policies, program planning, financial management, administrative and operations of all City functions and services. Qualifications: The person appointed shall be a graduate of an accredited University or College, majoring in public or municipal administration, or shall have the equivalent qualifications and experience in financial, administration and /or public relations field. Salary is dependent upon qualifications and experience.

A complete job description is available by emailing Cityclerk@ashlandmo.us or on the City's website at www.ashlandmo.us. Submit cover letter, resume and references to: City of Ashland, Attn: Mayor, P.O. Box 135, Ashland, Mo. 65010 or by email to: Mayor@ashlandmo.us. Position will remain opened until filled. EOE

2.103. City Administrator

1. The Mayor, with the approval of a majority of the Board of Aldermen, shall appoint a qualified person to be City Administrator for the City of Ashland. In doing so, the City does not adopt a City Administrator form of government as authorized in 77.048 RSMo. (State law reference-77.042 RSMo.)
 - A. Appointment and Tenure: The City Administrator shall be an employee at will, and serve for a period of two years. His or her term shall automatically be renewed for an additional year upon the approval of a majority of the Board of Aldermen. In the event his or her term is not renewed. (amended 10-08-2013, Ordinance No. 962)
 - B. Qualifications: The person appointed to the office of City Administrator shall be a graduate of an accredited University or College, majoring in public or municipal administration, or shall have the equivalent qualifications and experience in financial, administration and/or public relations field.
 - C. Compensation: The City Administrator shall receive such compensation as may be determined from time to time by the Board of Aldermen.
 - D. Removal of City Administrator: The City Administrator shall serve at the pleasure of the Board of Aldermen. The Mayor, with the consent of a majority of the Board of Aldermen, may remove the City Administrator from office at will, and such City Administrator may also be removed by for the reasons set forth in the Personnel Manual.
2. Duties:
 - A. Administrative office: The City Administrator shall be the Chief Administrative Assistant to the Mayor, and as such shall be the administrative officer of the City Government. Except as otherwise specified by ordinance, or by the Law of the State of Missouri. The City Administrator shall coordinate and generally supervise the operation of all departments of the City of Ashland.
 - B. Purchasing: The City Administrator shall be the purchasing agent for the City of Ashland and all purchases amounting to less than twenty-five hundred dollars (\$2,500.00) shall be made under his or her direction and supervision, and all such purchases shall be made in accordance with purchasing rules and procedures approved by the Board of Aldermen. (amended Council Bill No. 2008-007, 2-19-08)
 - C. Budget: The City Administrator of the City of Ashland shall assemble estimates of the financial needs and resources of the City for each

ensuing year and shall prepare a program of activities within the financial power of the City. The City Administrator is solely responsible for preparing a proper supporting schedules and an analysis to be proposed to the Mayor and Board of Aldermen for their final approval.

- D. Financial Reports: The City Administrator shall make monthly reports to the Mayor and Board of Aldermen relative to the financial condition of the City. Such reports shall show the financial condition of the City in relation to the budget.
- E. Annual Report: The City Administrator shall prepare and present to the Mayor and Board of Aldermen an annual report of the City's affairs. Included in such a report shall be a summary of reports by department heads, and such other reports as the Mayor and Board of Aldermen may require.
- F. Personnel System: The City Administrator shall act as the Personnel Officer of the City, and shall make recommendations to the Mayor and Board of Aldermen for amendments, changes, and updates to the City's Personnel Manual. The City Administrator shall have the power to appoint and remove (in accordance with Personnel Manual) all subordinate employees of the City of Ashland with advice of the Board of Aldermen. The City Administrator shall make recommendations of appointment of department heads to the Board of Aldermen. (amended Council Bill No. 2008-007, 2-18-08)
- G. Policy Formulation: The City Administrator shall recommend to the Mayor and Board of Aldermen adoption of such measures, as his or her may deem necessary; or expedient for the health, safety, or welfare of the City, or for the improvement of administrative services for the City.
- H. Board of Aldermen Agenda: The City Administrator shall submit to the Mayor and Board of Aldermen a proposed Agenda for each Council meeting at least Forty-eight (48) hours before the time of the regular Council meeting.
- I. Boards and Committees: The City Administrator shall work with all City Boards and Committees to help coordinate the work of each.
- J. Attend Board of Aldermen Meetings: The City Administrator shall attend all meetings of the Board of Aldermen.

- K. Bid Specifications: The City Administrator shall supervise the preparation of all bid specifications for services and equipment, and receive sealed bids for presentation to the Board of Aldermen.
- L. County, State, and Federal Aid Programs: The City Administrator shall coordinate all applications for aid, grants, and oversee the City's involvement with all Federal, State, and County programs which may have application to the City of Ashland.
- M. Conference Attendance: The City Administrator shall attend State and Regional conferences and programs applicable to his or her office, and the business of the City of Ashland, whenever such attendance is directed and approved by the Board of Aldermen and Mayor.
- N. Press Releases: The City Administrator shall be responsible for keeping the public informed in the purposes and methods of City Government through all available news media.
- O. Record Keeping: The City Administrator shall keep full and accurate records of all action taken by him/her in the course of his/her duties. He/she shall safely and properly keep all records and papers belonging to the City of Ashland and entrusted to his/her care. All such records shall be and remain the property of the City of Ashland and be open to inspection by the Mayor and Board of Aldermen at all times.
- P. Miscellaneous: In addition to the foregoing duties, the City Administrator shall perform any and all duties or functions prescribed by the Mayor and Board of Aldermen.

3. POWERS:

- A. City Property: The City Administrator shall have responsibility for all real and personal property of the City of Ashland. He/she shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal property may be sold by the City Administrator only with approval of the Board of Aldermen. Real property may be sold only with the approval of the Board of Aldermen by resolution or ordinance.
- B. Set Administrative Policies: The City Administrator shall have the power to prescribe such rules and regulations, as he/she shall deem necessary or expedient for the conduct of administrative agencies, subject to his/her authority. He/she shall have the power to revoke, suspend, or amend any rule or regulation of the Administrative service except those prescribed by the Board of Aldermen.

- C. Coordinate Departments: The City Administrator shall have the power to coordinate the work of all the departments of the City, and, at times of an emergency, shall have authority to assign the employees of the City to any department where they are needed for the most effective discharge of the functions of City Government.
- D. Investigate and Report: The City Administrator shall have the power to investigate, examine, or inquire into the affairs or operation of any department of the City under his or her jurisdiction, and shall report any condition or fact concerning the City Government requested by the Mayor or Board of Aldermen.
- E. Coordinate Officials: The City Administrator shall have the power to overrule any action taken by a department head; any may supersede him/her in the functions of his/her office.
- F. Appear before the Board of Aldermen: The City Administrator shall have the power to appear before and address the Board of Aldermen at any meeting.
- G. Limitations: At no time shall the duties or powers of the City Administrator supersede the actions taken by the Mayor or Board of Aldermen.
- H. Interference by Members of the Board of Aldermen: No member of the Board of Aldermen shall directly interfere with the conduct of any department or duties of employees subordinate to the City Administrator, except at the express direction of the Board of Aldermen, or with the approval of the City Administrator.

2.105. Indemnification of officers and employees

Each member of the Board of Aldermen, and every other elected or appointed official, officer and employee of the City of Ashland, including members of any boards or commissions, and their legal representatives, shall be indemnified by the City against liabilities, expenses, counsel fees, and costs reasonably incurred by him or her estate in connection with or arising out of any action, suit, proceeding or claim in which he or she is made a party by reason of his having served the City in any such capacity; provided that such indemnity shall not apply with respect to any such matter, claim, suit, or proceeding where the person to be indemnified hereunder has valid, collectible insurance coverage for such liability, loss, cost, or expense; and, provided further, that the City shall not indemnify any such person with respect to any matters as to which he or she shall be finally adjudged in any such action, suit or proceeding to have been liable for negligence or misconduct in the performance of his duties as such member, officer, official, or employee, nor shall such indemnity apply in any such suit action or