

APPOINTIVE OFFICERS

Chapter 2.10

APPOINTIVE OFFICERS⁵

Sections:

2.10.010	City Attorney - Appointment.
2.10.020	City Attorney - Compensation.
2.10.030	City Attorney - Appointment of additional legal counsel.
2.10.040	City Attorney - Legal proceedings.
2.10.050	City Attorney - Legal documents.
2.10.060	City Attorney - Scope of service.
2.10.070	Staff Officers - Positions designated.
2.10.080	Staff Officers - Appointment.
2.10.090	Staff Officers - Ex officio duties.
2.10.100	Staff Officers - Bonds.
2.10.110	Staff Officers - Reassignment of duties.
2.10.120	Staff Officers - Duties and responsibilities generally.
2.10.125	City Administrator - Responsibilities
2.10.130	Director of Public Works - Responsibilities.
2.10.170	Director of Finance - Responsibilities.
2.10.185	Director of Human Resources - Responsibilities.
2.10.195	Director of Information Systems - Responsibilities.
2.10.220	Director of Community Development - Responsibilities.
2.10.225	Director of Economic Development - Responsibilities.

2.10.010 City attorney - Appointment.

The city attorney shall be appointed annually by the mayor with the advice and consent of the city council. (Ord. 1977-M-24 § 1 (part): prior code § 6.101.)

2.10.020 City attorney - Compensation.

The city attorney shall be paid a retainer, as prescribed from time to time by the mayor and city council for routine services and legal advice to the city and shall be paid a reasonable fee for all other legal services performed by him for the city at the request of the mayor and council. (Ord. 1977-M-24 § 1 (part): prior code § 6.102.)

2.10.030 City attorney - Appointment of additional legal counsel.

The mayor and the city council with the advice of the city attorney may for specific legal actions appoint additional legal counsel with the duties and compensation specified in the appointment. (Ord. 1977-M-24 § 6.103.)

2.10.040 City attorney - Legal proceedings.

The city attorney shall prosecute, enforce and defend all legal proceedings to which the city or any of its officials or employees may be a party in their official or employment capacity. (Ord. 1977-M-24 § 1 (part): prior code § 6.104.)

2.10.050 City attorney - Legal documents.

The city attorney shall draft or supervise the drafting of any legal document to which the city is a signatory. (Ord. 1977-M-24 § 1 (part): prior code § 6.105.)

2.10.060 City attorney - Scope of service.

APPOINTIVE OFFICERS

Within two weeks after appointment, the city attorney shall file in the office of the mayor a statement outlining the scope of service for which he is paid a retainer, and a general schedule of charges for services outside that scope. (Ord. 1977-M-24 § 1 (part): prior code § 6.106.)

2.10.070 Staff officers - Positions designated.

The staff of the city may comprise:

- A. City Administrator
- B. Director of Public Works
- C. Director of Finance (insurance services/comptroller/budget officer)
- D. Director of Human Resources
- E. Director of Information Systems
- F. Director of Community Development

(Ord. 2007-M-31 § 1; Ord. 1997-M-108 § 1; Ord. 1997-M-67 § 1; Ord. 1997-M-27 § 1; Ord. 1986-M-63 § 1; Ord. 1984-M-13 § 1; Ord. 1983-M-7 § 1 (part); Ord. 1982-M-35 § 1 (part); Ord. 1979-M-32 § 1 (part); Ord. 1978-M-2 § 1(a); Ord. 1977-M-24 § 1 (part): prior code § 6.201.)

2.10.080 Staff officers - Appointment.

The staff officers shall be recommended for appointment by the City Administrator and appointed annually by the Mayor with the advice and consent of the City Council. (Ord. 2008-M-5 § 1; Ord. 1979-M-32 § 1 (part); Ord. 1977-M-24 § 1 (part): prior code 6.202.)

2.10.090 Staff officers - Ex officio duties.

In the absence of a staff member due to illness, vacation, death, emergency, or otherwise, the City Administrator may appoint a temporary staff member during such absence for a period not to exceed 12 months. (Ord. 2008-M-5 § 1; Ord. 1977-M-24 § 1 (part): prior code 6.401.)

2.10.100 Staff officers - Bonds.

Staff members shall be bonded from time to time as prescribed by the city council. (Ord. 1977-M-24 § 1 (part): prior code § 6.402.)

2.10.110 Staff officers - Reassignment of duties.

Wherever state or federal statute, rule or regulation, ordinance of the city, agreement of the city, or recorded or unrecorded document of any sort prescribes duties or action to be taken by a specific titled officer which title does not appear in this chapter, the duties or action so described shall devolve upon the officer whose duties shall most nearly be commensurate therewith. In case of disagreement, the City Administrator shall decide and make an assignment accordingly. (Ord. 2008-M-5 § 1; Ord. 1977-M-24 § 1 (part): prior code § 6.403.)

2.10.120 Staff officers - Duties and responsibilities generally.

- A. The duties and responsibilities of the staff officers are as set forth in this chapter and as from time to time established by the City Administrator.
- B. There shall be maintained in the Human Resources Department a job description generally setting forth job responsibilities and qualifications required for appointment to staff officers.

(Ord. 2008-M-5 § 1; Ord. 1977-M-24 § 1 (part): prior code Ch. 6 Art.III (part).)

2.10.125 City Administrator - Responsibilities

The position of City Administrator is hereby created. The City Administrator shall be chosen on the basis of executive and administrative qualifications with special reference to actual experience in, and knowledge of, accepted practices with respect to the duties of his or her employment as set forth herein and in the job description as established from time to time by the Mayor and City Council. At the time of such appointment,

APPOINTIVE OFFICERS

the City Administrator need not be a resident of the city, but shall reside within the city limits within twelve (12) months of appointment.

The City Administrator shall be the chief administrative officer of the city. Nothing set forth in this section shall give the City Administrator powers not permitted by professional ethics and standards. He or she shall be responsible to the Mayor and city council for the proper administration of the affairs of the city, and shall have the following powers:

- A. To enforce the ordinances of the city.
- B. Supervise and coordinate the work of all departments of the city.
- C. Recommend appointment, discipline and removal of staff officers of the city who are appointed by the Mayor pursuant to city ordinances, and, as to removal or suspension, when such removal or suspension will be consistent with the best interests of the city.
- D. Supervise and assist the appointed staff officers of the city. All appointed staff officers shall perform their duties subject to the direction of the City Administrator, except as otherwise provided or required by statute or city ordinance.
- E. Supervise and assist all staff officers of the city in the performance of their respective duties. All staff officers and employees of the city shall furnish and disclose to the City Administrator such oral or written information and material relating to the affairs of the city as he or she shall request.
- F. Attend all meetings of the city council unless excused by the city council. The City Administrator shall have the right to take part in the discussion of all matters coming before the city council and shall make recommendations on all matters under his or her purview, but shall have no right to vote. The City Administrator shall be entitled to notice of all regular and special meetings of the city council.
- G. Investigate all complaints in relation to matters concerning the administration, operation and activities of the government of the city and services maintained by the public utilities in the city and see that all franchises, permits and privileges granted by the city are faithfully observed.
- H. Provide or cause to be provided administrative support to all city boards and commissions and make recommendations to the city council and boards and commissions relating to matters of public health, safety or welfare, economic development or general public improvements. Said duties shall not supersede any authorities vested with the city council, boards or commissions under the state or city ordinance.
- I. Recommend to the Mayor and city council from time to time, the adoption of such measures as he or she may deem necessary or expedient for the health, safety or welfare of the community and for the improvement of administrative services.
- J. Oversee the purchase of all materials, supplies, equipment and services for which funds are provided in the budget according to the directives and mandates of State law and city ordinances.
- K. Oversee the determination of the salaries, wages, and hours and conditions of employment of all employees, subject to the approval of Mayor and city council.
- L. Hire, suspend, or remove all employees of the city, except those appointed by the Mayor with the advice and consent of the City Council and except those positions covered by state law, or by agreement such as collective bargaining agreements. His/her authority to hire, suspend, or remove all city employees shall take precedence over any conflicting ordinances; provided, however, the procedural steps specified in the conflicting ordinance for suspension or removal shall be followed. The City Administrator may authorize the head of a department or office to hire, suspend or remove an employee or employees in such department or office, in accordance with city personnel policies and procedures. (Ord. 2008-M-5 § 2.)
- M. Oversee the maintenance of current inventory of all real and personal property of the city and the location of such property. He/She shall be responsible for the care and custody of all city property which is not by state law or city ordinance assigned to some other officer or body for care and control.

APPOINTIVE OFFICERS

- N. Prepare, or cause to be prepared, a budget report as required by the Illinois Compiled Statutes indicating the funds necessary to defray the estimated expenses of the city for the fiscal year. Prepare, or cause to be prepared, the annual budget in time for consideration and enactment by the city council as required by State law, and prepare, or cause to be prepared, the annual tax levy.
- O. Act as business manager for the city under the direction of the Mayor and city council and in cooperation with the Budget Officer, Director of Finance, City Collector, City Treasurer, and City Clerk. He or she shall control and direct all expenditures made by the city. He or she shall before the same is presented to the council for approval, certify as to the correctness of all bills and accounts, and shall have supervision, over the accounting and finance work of the city, and shall keep or cause to be kept, full and complete books of account showing the exact condition of the financial affairs of the city, and shall supervise the keeping of all necessary records to accomplish this to the extent that such supervision is not vested in the Budget Officer, Director of Finance, City Collector, City Treasurer or City Clerk by state statute.
- P. The representation of the city in any community or intergovernmental functions as may be directed by the Mayor.
- Q. Devote full time to the discharge of his/her official duties and not engage in any other employment without the written consent of the Mayor and city council.
- R. Perform other duties as may be required by resolution, ordinance or direction of the Mayor and/or city council.

(Ord. 2006-M-24 § 1; Ord. 1999-M-27 § 1; Ord. 1997-M-27 § 2.)

2.10.130 Director of Public works - Responsibilities.

The director of public works has the responsibility for the planning, management and operation of all city public works facilities and related facilities including the water, wastewater treatment, laboratory, sewers, electrical transmission and distribution, streets, facilities, trees and vehicles. The director of public works is also responsible for providing management direction to all city engineering projects.

(Ord. 2008-M-5 § 3; Ord. 1997-M-88 § 1; Ord. 1986-M-63 §2; Ord. 1983-M-7 §1 (part); Ord. 1979-M-32 § 1 (part); Ord. 1977-M-24 § 1 (part); Ord. 1985-M-59 § 1 (part): prior code §6.301.)

2.10.170 Director of Finance - Responsibilities.

The director of finance is responsible for all aspects of administration, financial planning, directing and supervising of the accounting, finance, audits, investments, liability/property/health/life insurance, utility and miscellaneous billing and collection, and purchasing and inventory control. The person in this position shall also serve as the budget officer.

(Ord. 1997-M-88 § 4; Ord. 1983-M-7 § 1 (part); Ord. 1979-M-32 § 1 (part); Ord. 1977-M-24 § 1 (part): prior code § 6.301-3.)

2.10.185 Director of Human Resources - Responsibilities.

The director of human resources shall be responsible for planning, directing, coordinating and supervising the activities of human resources programs and services which will attract and retain qualified employees and assure the most effective utilization of their time. (Ord. 1997-M-88 § 6.)

2.10.195 Director of Information Systems - Responsibilities.

The director of information systems is responsible for planning, coordinating and supervising the activities of the information systems group, which includes recommending computer hardware and software acquisitions, directing programming activities, developing computer systems specifications and managing records management activities. (1997-M-88 § 8.)

2.10.220 Director of Community Development - Responsibilities.

APPOINTIVE OFFICERS

The director of community development shall conduct research and propose plans, policies and ordinances relative to the city's growth, development, and housing supply, administer the zoning and subdivision ordinances, building codes, and property maintenance codes in cooperation with other city departments, promote business retention, growth and expansion, and maintain data pertaining to economic development, population demographics, and projected growth. The director of community development shall also assist the director of public works in planning for transportation, utilities, and other infrastructure. (Ord. 2007-M-31 § 2; Ord. 1997-M-88 § 11; Ord. 1983-M-7 § 1 (part); Ord. 1979-M-32 § 1 (part); Ord. 1979-M-24 § 1 (part): prior code § 6.303-1.)

2.10.225 Director of Economic Development - Responsibilities.

The director of economic development shall be responsible for the promotion of business retention and business growth and expansion. (Ord. 2009-M-65 § 1; Ord. 2007-M-31 § 3; Ord. 1997-M-88 § 12; Ord. 1997-M-67 § 2.)