

ORDINANCE NO. 435 -0

AN ORDINANCE AUTHORIZING THE POSITION OF CITY ADMINISTRATOR, AND THE DUTIES AND RESPONSIBILITIES OF THE POSITION.

WHEREAS, The City Charter allows for the appointment of officers the Council deems necessary for the proper conduct and management of the City. These officers shall be appointed by the Mayor with the approval of a majority of the Council; and,

WHEREAS, The existing rules and policies refer to the position of City Administrator; but there is no record of the Council establishing the position officially; and,

WHEREAS, The Council believes it to be appropriate to adopt an Ordinance establishing and defining the position;

NOW, THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THAT:

SECTION 1. CITY ADMINISTRATOR

The City Administrator shall be the principle management position as the appointed administrative officer, responsible to the Mayor and Council for all City functions. The Administrator shall be appointed by the Council upon the recommendation of the Mayor and under the general direction of the Mayor shall be responsible for the supervision and coordination of all City departments. The Administrator shall serve at the discretion and pleasure of the City Council. The Administrator shall be specifically responsible for: the development and control of the annual budget within guidelines defined by Oregon Budget Law; personnel administration, hiring and firing; purchasing; community and intergovernmental relations. The Administrator shall supervise the City's Department Heads and the other such departmental arrangements as adopted by Council excepting that the Administrator shall have no line authority over the Municipal Judge or City Attorney. The Administrator may be required to perform such other related administrative duties as the Council may deem appropriate. Apart from these general management and administrative responsibilities, the Administrator will act as the Personnel Officer, Budget Officer and Purchasing Agent. The City Administrator may delegate such duties as required to fulfill these responsibilities but shall remain responsible for these functions as the Council appointed officer of the City.

SECTION 1.1. Personnel Officer. The duties and authorities of Personnel Officer shall be as prescribed in the Personnel Policies, Procedures and Rules, wherein the City Council has delegated the authority for the administration of the personnel policies, procedures and rules. The Personnel Officer of the City is responsible for the specific administration of these rules. The City Administrator, as personnel officer shall approve all step increases within a position class; demotions, promotions, suspensions, lay offs, terminations or other personnel actions. The City Administrator, who on behalf of the Mayor with the consent of the Council shall exercise this delegated administrative authority within the context of the Personnel Rules adopted by the Council. Appeals by any employee to any administrative action shall be first to the Administrator and then may be made in writing to the Mayor. The Personnel Officer shall develop and make recommendations as to job descriptions within job titles as established by Council. These job descriptions shall be approved by the Mayor or his designee. The personnel officer shall be responsible for the development and maintenance of a uniform and equitable pay plan which shall consist of the classes of positions, minimum and maximum ranges of pay and intermediate steps as deemed necessary for the efficient administration of a pay and classification plan, at least once each fiscal year, preferably in conjunction with the Budget. The City Administrator shall compare the current City pay plan, compensation policies and personnel programs with those of other public and private employers. Recommendations for adjustments in these pay and classification plans shall be submitted to the City Council for their adoption. The City Administrator also shall have the authority to make temporary appointments for an employee as an "Acting" employee in a position of a higher range. The Personnel Officer shall establish the shift and overtime requirements of all positions as a part of the job descriptions recommended to the Mayor. Leaves of absence without pay may be granted by the Administrator with the approval of the Mayor or the Mayor may delegate that authority to the Administrator. The Administrator shall exercise the authority over the discipline of all City employees and take final action as appropriate. All appeals shall be in writing to the Mayor as provided in the Personnel Rules.

The appointing authority for all Department Heads and other employees of the City is hereby delegated to the City Administrator pursuant to Council Resolution and Personnel Rules. The City Administrator shall be the supervising authority for all Department Heads. The Administrator shall approve all job descriptions, promotions, demotions, paid leave of absences or other personnel actions not exclusively reserved to the Mayor or the Council. The City Administrator shall have authority to award merit pay increases within established pay ranges to all employees pursuant to Personnel Rules.

SECTION 1.2. Budget Officer. The City Administrator shall act as the Budget Officer or may delegate the authority to a Budget Director pursuant to Oregon State Law for the preparation and recommendation of an annual budget. The City Administrator shall have the authority to freeze or to administratively reduce appropriations within any Department as he deems necessary as to the proper fiscal management of the City.

SECTION 1.3. Purchasing Officer. The City Administrator shall act as the Purchasing Officer or may delegate this authority to a purchasing agent to purchase and to enter into contracts on behalf of the City as consistent with the Council adopted budget or policy.

SECTION 1.4. Other General Duties. The City Administrator shall organize and compile the Council agenda for the approval of the Mayor; shall attend City meetings as appropriate; shall see to the enforcement of all ordinances and policies of the City; shall make policy recommendations and advice to the Mayor and Council; shall review and examine the Departmental organization and operating procedures so as to effect greater economy and efficiency in departmental management and shall report periodically on such performance to the Council; shall make or direct such studies as necessary to the internal operations and efficiency of the City; shall from time to time represent the City in an intergovernmental and public relations context. The City Administrator shall keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; develop such administrative rules as consistent with Council policy, ordinances and resolutions as necessary to the efficient operation of City programs. Assist the Council in an annual development of community goals and priorities; provide quarterly reports to the Council regarding implementation of Council policy as established through goals and priorities; furnish the Council with such information as it may require or request and to provide for the proper administration of all ordinances, resolutions and actions of the Council.

SECTION 2. Salary. Initial compensation for the City Administrator shall be determined by the City Council, generally through negotiations of an initial Employment Agreement. Salary increases beyond general increases to City employees shall be based upon satisfactory performance evaluations. The City Administrator shall, however, not receive less than any increases granted to general employees of the City.

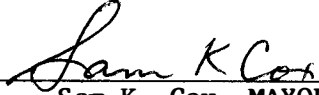
SECTION 3. Performance Evaluations. The City Council and the City Administrator shall annually establish performance standards that shall be the basis of semi-annual reviews by the City Council of the City Administrator. These semi-annual reviews shall be the basis for yearly salary increases above the amount awarded general employees and shall be used as the standard for continued employment.

SECTION 4. The City Administrator position, as herein described shall become a part of the City of Troutdale's Personnel Policies, Procedures and Rules (Resolution #250).

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THIS 13th DAY
OF November, 1984.


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Sam K. Cox, MAYOR
DATE SIGNED: 11-14-84

ATTEST:



NANCY B. NIXON
FINANCE DIRECTOR/CITY RECORDER