COUNCIL BILL NO. 1803

INTRODUCED BY JOHN D. MICKS

ORDINANCE NO. 1707

AN ORDINANCE

AM ORDINANCE OF THE CITY OF DUBOIS AMENDING CHAPTER 1, PART 1A, SECTION 106 OF THE ADMINISTRATIVE CODE AND PERSONNEL CODE OF THE CITY OF DUBOIS ESTABLISHING THE POWERS AND DUTIES OF THE CITY MANAGER

NOW, THEREFORE, BE ORDAINED AND ENACTED by Council of the City of DuBois, and it is hereby ordained and enacted by the authority of the same as follows:

Chapter 1, Part 1, Section 106 of the Administrative Code and Personnel Code contained in the Code of Ordinances of the City of Dubois is hereby revised to read as follows:

SECTION 106. THE CITY MANAGER – The City Manager shall be the Chief Administrative Officer of the City of Dubois appointed by a majority vote of the City Council. He-she shall serve at the discretion of the City. In addition thereto, the Manager shall:

(a) The Manager shall be responsible to direct, supervise and manage the administration of all departments, offices and agencies of the City, except the Volunteer Fire Department who shall report directly to Mayor and City Council.

(b) The Manager shall serve as liaison between Council and the general public concerning Council policies and procedures, local, state and federal rules and regulations, as well as generally accepted Municipal management practices. The Manager shall return all telephone calls and correspondence directed to him in a timely and efficient manner.

(c) The Manager shall report ALL known information to the Council concerning any action requiring their official decision. He/she shall gather any or all information pertinent to the condition of the City and surrounding area and relate same to the Council for any further action.

(d) The manager shall establish current and long- range objective plans and policies subject to the approval of the Council.

(e) Prior to any hiring, appointment, suspension, layoff, or firing, etc. approval must be given by Mayor and City Council. All salary levels must also be approved by Mayor and City Council.

(f) Mayor and City Council shall appoint someone, not limited to the Mayor or member of Council, to perform the duties of any office or position in the administrative service during a vacancy, absence or disability of the City Manager.

(g) The Manager shall prepare for and attend all Council meetings and shall have the right to take part in discussion, but may not vote. He-she shall attend any meeting requiring a City representative. The Manager shall be responsible for preparing agendas and recording minutes of Council meetings and any other meetings requiring such records. The City Manager shall be an executive member of the various boards, commissions and authorities created by the City.

(h) The Manager shall utilize public accessible media to communicate decisions, policies or operating procedures of the Council without comment or opinion.

(i) He-she shall prepare and submit all County, State and Federal required reports in a timely manner, as required. The Manager shall attest and seal all legal documents of the City and shall prepare and submit all correspondence as required by Council.

(j) The Manager shall supervise and maintain all aspects of the municipal land, building and equipment in order to ensure the efficient use of taxpayer monies for the orderly operation of the City.

(k) Have the power to investigate, examine, or inquire into affairs or operation of any department, division, bureau of office under his authority and report findings to Mayor and City Council.

(l) City Council shall meet with the Coty Council and department and head quarterly for the purpose of reviewing and planning the department functions.

(m) The Manager shall ensure that proper training, safety techniques seminars, reading materials, etc. is available to all personnel, within budget limitations, and shall have an open door policy with all City personnel for discussion, work improvements or problems concerning City operation. The Manager shall collaborate with all departments in the maximum and efficient use of supplies, equipment and manpower to ensure the proper operation of all City operations. He/she shall document, in writing, all pertinent information to the Council in matters requiring their official action.

(n) The Manager shall, when possible, ensure by his/her presence in the field, that City operations are being properly conducted in a safe and efficient manner. He/she shall submit a weekly report to Council on all City activities.

(o) The Manager shall create and maintain an appropriate work environment for all employees and minimize labor-related problems. He/she shall act as the buffer between the Council and employees of the City. In this, he/she must be able to present both sides without favoritism or prejudice. The Manager shall promote and emphasize to all personnel, the need for tolerance in dealing with the general public.

(p) The Manager presents an annual budget and capital program to the Council and oversees the adequacy and soundness of the City's financial structure.

He/she shall review operating results within the City, and take steps to ensure that accepted measures are taken to correct unsatisfactory results.

(q) The Manager provides recommendations and guidance to the Council regarding Municipal operations, fiscal policy and the future needs of the City, as necessary. The Manager makes all required reports available for public inspection.

(r) The Manager shall be able to assess industry trends concerning legislation, arbitration decisions and collective bargaining. He/she shall also write and deliver presentations to Council regarding human resources policies and practices.

(s) The Manager shall establish and maintain an effective system of communication throughout the City, with the public and with the City's permit and with the City's personnel. He/she shall represent the City handling issues of public concern and represent the City in the business and financial community. At all times, the Manager shall maintain the highest level of morale within the City.

(t) The City Manager shall negotiate labor contracts subject to approval of City Council.

(u) The Manager shall supervise personnel policies and practices as established by City Council.

(v) The Manager shall perform other duties as specified in the Administrative Code, or as assigned by the City Council.

(w) **RESIDENCY REQUIREMENTS:** City Manager must become a resident of the City of Dubois within three (3) months of appointment.

(x) **QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree from four-year College or university, five (5) years related experience and/or training in government management or related experience in business or public administration, and/or equivalent.

LANGUAGE AND COMMUNICATION SKILLS: Ability to read, analyze and interpret common technical journals, financial reports and legal documents. Ability to respond to common inquires or complaints from residents, regulatory agencies or members of the business community. Ability to write speeches and articles that conform to prescribed style and format. Ability to effectively present information to public groups, the business and financial community and the City Council meetings. The ability to deal courteously and effectively with all employees, vendors, outside professionals and the general public.

MATHEMATICAL SKILLS: The ability to comprehend and apply principles of accounting and financial reporting. Ability to apply mathematical skills in the practice of governmental accounting, contractual commitments and business applications.

OTHER SKILLS AND ABILITIES: Knowledge of Municipal finance administration, governmental accounting and budgeting. Knowledge of computer technology and, in particular, accounting, word and spreadsheet applications. Ability to develop policy and coordinate human resources activities, such as employment, compensation, labor relations, benefits, training and employee services.

Physical Demands: The physical demands described here are representative of those that much be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must pass complete physical, drug and physiological examinations.

All other parts of the Code of Ordinances of the City of DuBois not in conflict herewith are reaffirmed. All parts of the Code of Ordinances of the City of Dubois in conflict herewith are hereby repealed.

The Ordinance shall take effect immediately upon final enactment thereof.

ATTEST: Frances L. Lia APPROVED: _____
City Secretary Mayor and President of Council

PASSED BY COUNCIL:

December 11th, 2006