

**Name of City:** City of Macon, Missouri

**Job title of listing:** City Administrator

**Application deadline:** August 07, 2018 or until position is filled.

**Contact information:** please submit resume and application to Mary Lou Craigg City Clerk at [marylou.craigg@cityofmacon-mo.gov](mailto:marylou.craigg@cityofmacon-mo.gov) or mail to 106 W. Bourke Street Macon MO 63552. Any questions please call Ms Craigg Monday through Friday 660-385-6421.

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### ***DIVISION 3. CITY ADMINISTRATOR***

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#### **Sec. 2-106. Appointment and tenure.**

A qualified person shall be appointed city administrator for the city by the mayor; such appointment shall be approved by a majority of the full city council. The person so appointed shall serve for an indefinite term.

#### **Sec. 2-107. Qualifications.**

The person appointed to the office of city administrator shall be at least 25 years of age and shall be a resident of the city at the time he begins the execution of his duties. Such person 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 public relations fields or have the equivalent qualifications and experience acceptable to the city council and mayor.

#### **Sec. 2-108. Bond.**

The city administrator, before entering upon the duties of his office, shall file with the city a bond in the amount of \$50,000.00. Such bond shall be approved by the city council and shall insure the city for the faithful and honest performance of the duties of the city and for rendering a full and proper account to the city for funds and property which shall come into the possession or control of the city administrator. The cost of such bond shall be paid by the city; however, should the city administrator be covered by a blanket bond to the same extent, such individual bond shall not be required. **Sec. 2-109. Compensation.**

The city administrator shall receive such compensation as may be determined from time to time by the city council and such compensation shall be payable semimonthly.

#### **Sec. 2-110. Removal from office.**

The city administrator shall serve at the pleasure of the appointing authority. The mayor, with the consent of a majority of the full city council, may remove the city administrator from office at will, and such

city administrator may also be removed by a two-thirds vote of the full city council independently of the mayor's approval or disapproval. If requested, the mayor and city council shall grant the city administrator a public hearing within 30 days following notice of such removal. During the interim, the mayor, with the approval of the majority of the full city council, or by a two-thirds vote of the full city council without the mayor's approval, may suspend the city administrator from duty, but shall continue his salary, and if, after the hearing, removal becomes final, shall pay his salary for two calendar months following the final removal date; provided however, that if the city administrator shall be removed for acts of dishonesty or acts of moral turpitude, such salary shall not be continued.

## **Sec. 2-111. Duties.**

- (a) *Administrative office.* The city administrator shall be the administrative assistant to the mayor.
- (b) *Budget.* The city administrator shall assist the city council, mayor and office manager to assemble estimates of the financial needs and resources of the city for each ensuing year and assist in the preparation of a program of activities within the financial power of the city, embodying in it a budget document with proper supporting schedules and an analysis to be proposed to the mayor and city council for their final approval.
- (c) *Policy formulation.* The city administrator shall recommend to the mayor and city council adoption of such measures as he may deem necessary or expedient for the health, safety or welfare of the city or for the improvement of administrative services for the city.
- (d) *City council agenda.* The city administrator shall assist the mayor and the city council by assisting in the preparation of a proposed agenda for each city council meeting at least 48 hours before the time of the regular city council meeting.
- (e) *Boards and committees.* The city administrator shall work with all city boards and committees to help coordinate the work of each.
- (f) *Attend city council meetings.* The city administrator shall attend all meetings of the city council.
- (g) *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 city council.
- (h) *State and federal aid programs.* The city administrator shall coordinate federal and state programs, previously approved by the mayor and city council, which may have application to the city.
- (i) *Conference attendance.* The city administrator shall attend state and regional conferences and programs applicable to his office and the business of the city, whenever such attendance is directed and approved by the city council and mayor.
- (j) *Press releases.* The city administrator with the approval of the city council shall handle all news releases.
- (k) *Recordkeeping.* The city administrator shall keep full and accurate records of all actions taken by him in the course of his duties, and he shall safely and properly keep all records and papers belonging to the city and entrusted to his care. All such records shall be and remain the property of the city and be open to inspection by the mayor and city council at all times.
- (l) *Miscellaneous.* In addition to the foregoing duties, the city administrator shall perform any and all other duties or functions prescribed by the mayor and city council.
- (m) *Safety coordinator.*
  - (1) The city administrator or his or her designee shall be the safety coordinator for the city.
  - (2) The safety coordinator shall coordinate a loss prevention program for the city.
  - (3) The safety coordinator's duties shall include developing in each department head a strong safety attitude and a clear understanding of their duties and responsibilities, active participation in the executive safety committee, reviewing serious and disabling accidents personally, to insure that accident causes are being investigated and proper corrective action is being taken for the prevention of reoccurrence, and making necessary loss prevention program audits to appraise the program's effectiveness at the department level.

### **Sec. 2-112. Powers.**

- (a) *City property.* The city administrator shall have responsibility for all real and personal property of the city. He 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 the approval of the city council. Real property may be sold only with the approval of the city council by resolution or ordinance.
- (b) *Set administrative policies.* The city administrator shall have the power to prescribe such rules and regulations as he shall deem necessary or expedient for the conduct of administrative agencies subject to his authority, and he shall have the power to revoke, suspend, or amend any rule or regulation of the administrative service with the approval of the mayor and city council.
- (c) *Coordinate departments.* The city administrator at the direction of the mayor and city council shall have the power to coordinate the work of all of the departments of the city, except the board of public works, utilities, and office staff. At times of an emergency, the city administrator shall, with the cooperation of the mayor and city council, have the 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 and to examine or inquire into the affairs or operation of any department of the city and shall report on any condition or fact concerning the city government requested by the mayor or city council.
- (e) *Appear before the city council.* The city administrator shall have the power to appear before and address the city council at any meeting.
- (f) *Powers limited.* At no time shall the duties or the powers of the city administrator supersede the action by the mayor and city council.

### **Sec. 2-113. Interference by members of the city council.**

No one member of the city council shall directly interfere with the conduct of the duties of the city administrator except at the express direction of the city council or with the approval of the city administrator.