32.15 City Administrator

A. *Position established*. The position of City Administrator is hereby established.

B. *Position re-defined*. The existing position of City Administrator is hereby affirmed. The City Administrator shall perform the duties hereinafter prescribed, which shall not include the duties prescribed by law for city clerks.

C. *Qualifications.* The City Administrator shall be selected solely on the basis of executive and administrative qualifications with special reference both to experience, formal education, as well as knowledge of accepted practices pertaining to the duties of the office.

D. *Duties*. The City Administrator shall be the Chief Administrative Officer of the city and shall be responsible to the Council for the proper administration of all affairs of the city and to that end shall be empowered and required to:

1. Supervise the administration of all departments, offices, and divisions of the city except as otherwise provided by law and carry out any other responsibilities placed under the City Administrator's jurisdiction by this section or by subsequent Council action;
2. Advertise for, interview, and screen all prospective city employees as permitted by law and shall make recommendations to the Council before the Council makes any appointment that the City Administrator is not authorized to make; suspend employees as necessary; make recommendations for terminating employees and may suspend any employee until the next Council meeting when the Council shall affirm, modify, or reject the recommendation for termination;
3. Develop and issue all administrative rules, regulations, and procedures necessary to ensure the proper functioning of all departments and offices under the City Administrator's jurisdiction as permitted by law and Council approval;
4. Prepare and submit an annual budget to the Council and keep the Council advised of the financial condition of the city and make such recommendations as the City Administrator may from time to time determine desirable and necessary;
5. Attend and participate in discussions at all meetings of the Council and other official bodies as directed by the Council. The City Administrator shall also represent the city at all official or semi-official functions as may be directed by the Council and not in conflict with the prerogatives of the Mayor. The City Administrator shall be entitled to notice of all regular and special meetings of the Council;
6. See that all laws and provisions of this code of ordinances are duly enforced;
7. Purchase or enter into contracts for previously budgeted items when the amount thereof does not exceed $25,000, and purchase or enter into contracts for previously budgeted services, when the annual amount of such contract does not exceed $25,000. For items and services in excess of $25,000, the City Administrator shall receive estimates, quotations, proposals, or sealed bids, as appropriate, and present them to the Council for official action;
8. Recommend from time to time the adoption of such measures as the City Administrator may deem necessary or expedient for the health, safety, and welfare of the community or for the improvement of the administration;
9. Perform such other duties as may be required by the Council and consistent with state statutes and this code of ordinances; and
10. Accept resignations of employment from all employees, except department heads, Police Captains, and Police Sergeants; and

11. Hire, promote, and appoint employees for positions previously budgeted for and authorized by the City Council, with the exception of department heads, Police Captains, and Police Sergeants and those employees recommended for hire at or above the mid-point of the established pay range.

E. *Suspensions, terminations, and appeals*. Notice of termination or suspension must be in writing and shall specify the grounds thereof and must be served forthwith upon the suspended employee and filed with the Council. Any department head or employee so suspended or terminated may request a hearing before the Council by serving 10 days' written demand on the Council for such hearing and also by serving such notice on the City Administrator. The Council shall hear such appeal within 14 days after the service of the notice and shall render its decision within 7 days after the hearing is closed.

F. *Compensation*. The City Administrator shall receive such compensation as shall be fixed by the Council.

(2013 Code, Shakopee City Code Section 2.05) (Ord. 1, passed 4-1-1978; Ord. 18, passed 3-15-1979; Ord. 51, passed 1-1-1981; Ord. 294, passed 10-19-1990; Ord. 337, passed 7-23-1992; Ord. 355, passed 3-25-1993; Ord. 394, passed 12-20-1994; Ord. 456, passed 8-29-1996; Ord. 701, passed 4-15-2004; Ord. 801, passed 7-10-2008; Ord. 880, passed 1-7-2014; Ord. 887, passed 5-20-2014; Ord. 961, passed 5-2-2017)