

ORDINANCE NUMBER 07.98

AN ORDINANCE RELATING TO ESTABLISHMENT OF NON-ELECTED OFFICERS

Be it ordained by the City of Grand Rivers, Kentucky.

SECTION 1. Ordinance 06-94 is amended to read as follows:

- a. CITY ADMINISTRATIVE OFFICER: Under general executive direction, administers and coordinates general phases of city operations, serves as personnel and financial planner.
- b. Prepares agenda for all council meetings, attends all regular and special meetings of the council, executes directives of the Mayor. Prepares and presents reports relating to the status of financial, operations and other as directed by the Mayor ~~and/or City Council~~. Prepares ordinances, resolutions, orders, and policies for Council consideration. Plans and directs the budget, personnel policies, police and fire protection, tax assessment and collection, building, parks, and recreation, cemetery, and operation and maintenance of water and sewer departments as directed by the Mayor. Acts as liaison with governmental and service agencies. Responds to citizen complaints and inquiries promptly and courteously as directed by or in the absence of the Mayor. Maintains work schedules for assigned employees in accordance with established policies. Responsible for safety training, job training, and assignment of daily activities of employees under his direction. has access to all financial reports and records relating to receipt, deposit, custody and disbursement of all funds according to directives and policies of the Mayor ~~and/or City Council~~. Is responsible for gathering all information pertinent to writing the budget for each fiscal year. Writes and presents the budget to the Mayor and City Council for approval. Administers the budget as directed by the Mayor. Coordinates purchasing in a manner to assure the best price for materials, supplies, and services. Works closely with the City Clerk to coordinate all monetary matters with any private and/or governmental agency. Monitors the financial business relating to the receipt, deposit, custody, and disbursement of all funds according to the directives and policies of the Mayor and/or City Council. Assists in planning and implementation of internal controls in accordance with established policies and directives of the Mayor and/or City Council.

Given first reading this 8th day of September, 1998.

Given second reading and enacted this 13th day of October, 1998.

Date of Publication: October 22, 1998.

Name of Publication: Livingston Ledger.


Frank Buchanan, Mayor

ATTEST:



Joe Dry, City Clerk

Certification

I, Joe Dry, do hereby certify that I am the duly appointed clerk of the City of Grand Rivers, Kentucky, that the foregoing Ordinance is a true and correct copy of an ordinance duly adopted

at a meeting of the City Council on October 13, 1998, that the Ordinance referred to therein is in the form presented to said meeting and in the form executed, and the said ordinance appears as a matter of public record in the Official City Ordinance Book and is still in full force and effect.

IN TESTIMONY WHEREOF, witness my signature on this 13th day of October, 1998.



Joe Dry, City Clerk

Referenced: Minutes Book 1, Page 63.