

ORDINANCE NUMBER 06-94

AN ORDINANCE TO AMEND ORDINANCE NUMBER 02-94  
AN ORDINANCE ESTABLISHING NON-ELECTED OFFICES

WHEREAS, the City Council of the City of Grand Rivers, Kentucky, recognizes it is in the best interest of the City to provide proper planning, efficiency, and economy in the management, operation and maintenance of City affairs;

WHEREAS, The City recognizes the need for changes as need requires;

WHEREAS, These changes have become necessary as the operation of City government has changed;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL, CITY OF GRAND RIVERS, KENTUCKY THE FOLLOWING AMENDMENT TO ORDINANCE NUMBER 02-94 REFLECTING THE CHANGES AS FOLLOWS:

SECTION 1. CREATION OF NON-ELECTED MUNICIPAL OFFICES

All non-elected officer positions heretofore created are henceforth abolished and there is hereby created two non-elected officer positions of City Administrative Officer and City Clerk. These shall be the only non-elected officer positions within the City government. The non-elected officer positions shall be appointed by the Mayor with the approval of the City Council. Non-elected officers may be removed by the Mayor at will, no approval of the City Council is required. The terms of each officer shall be indefinite or until otherwise directed by the Mayor or City Council.

SECTION 2. POWERS AND DUTIES OF NON-ELECTED OFFICERS

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 inquires 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