

CHAPTER 2
CITY OF MAPLE LAKE

**ORDINANCE ESTABLISHING
CITY ADMINISTRATOR POSITION**

2.01. ESTABLISHMENT OF POSITION

By the authority vested in the city council under Minnesota Statutes, section 412.111, the office and position of city administrator is established for the purpose of assisting the city council in carrying out the administrative functions of the city and to advise the city council in matters of general policy.

2.02. APPOINTMENT AND REMOVAL

The city council shall appoint the city administrator on the basis of training, experience and administrative qualifications. The administrator may be appointed for such period as the city council may determine and may be removed by the council at any time. The council may designate a qualified person to perform the duties of the city administrator during any absence or disability. The terms and conditions of employment of the city administrator shall be established by an employment agreement between the city and the city administrator. The terms of the employment agreement shall supersede the provisions in this chapter on any subject area covered by both the employment agreement and this chapter.

2.03. DUTIES

The city administrator is the chief administrative officer of the city and is responsible to the council for the proper administration of all affairs relating to the city. The city administrator will perform all the duties assigned by resolution, policy or as otherwise directed by the council through the official job description and will administer and implement all policies and procedures established by the council. The duties of the city administrator shall also include all duties prescribed by state law for clerk and treasurer and all duties delegated to the clerk, treasurer, and clerk-treasurer in the city code.

Amendment History of this Chapter

Replaced in its entirety 5/21/19.