

ORDINANCE NO. 319-92

AN ORDINANCE AMENDING CHAPTER 8, SECTION 1, PERSONNEL, OF THE CODE OF THE CITY OF WILLOW PARK, TEXAS, RELATING TO THE OFFICE OF CITY ADMINISTRATOR; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND, PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

I.

Chapter 8, Section 1, the Code of Ordinances, City of Willow Park, Texas, is hereby amended by deleting the existing Section 1 and adding a new Section 1 which is to read as follows:

SECTION 1: OFFICE OF CITY ADMINISTRATOR

A. CREATION OF OFFICE

The Office of City Administrator is hereby established.

B. BASIC FUNCTION

1. As the city administrator of the city, the incumbent is responsible for the overall operations of the city.
2. This position is considered to be the chief strategist in developing long range plans and is accountable for goal achievement, quality of services and external relationships with the citizens of Willow Park.
3. This position reports to the mayor on a day-to-day basis, however, there is a direct accountability to the City Council of Willow Park.

C. NATURE AND BACKGROUND OF THE POSITION

1. The incumbent exercises responsibility for the day-to-day administration of the City of Willow Park through delegation of responsibility and authority to the public works director, city inspector, fire marshall, municipal court judge and police chief.
2. The city administrator devotes a major portion of time to planning and development activities and to defining and establishing mechanisms for the citizens of Willow Park to have adequate input into the operations of the city.

3. Moreover, the incumbent must assume primary responsibility for developing and maintaining effective relationships with the citizens of Willow Park, governmental and community agencies at the local, state and federal levels and with other cities in the general proximity of the City of Willow Park.
4. This position establishes and maintains close continuing relationships with our citizens in order to insure that the City of Willow Park's needs and goals are effectively represented to them.
5. The incumbent exercises control over the activities of the City of Willow Park by continually assessing developments which are underway in order to insure that the present and future needs of the citizens of Willow Park are met.
6. The incumbent insures that adequate and effective administrative staff support is being provided for the professional activities of the City of Willow Park. Regular meetings should be held with the employees of the city in order to insure that city personnel are adequately carrying out the responsibilities which are assigned to them.
7. The incumbent works closely with the chairperson of the planning and zoning commission and the water review board in order to insure that the planning development and goals of the city are being met.
8. The incumbent serves as an ex-officio non-voting member of the City Council of Willow Park.
9. This position insures that the members of the City Council for Willow Park are kept up-to-date on current operating and financial needs of the city as well as its projected plan requirements for growth and development.
10. This position is responsible for providing adequate administrative staff support to the city council and will take all reasonable efforts to insure the participation of city council members in the overall planning and operating decisions of the City of Willow Park.
11. This position is also responsible for insuring that all of the physical and monetary assets of the City of Willow Park are appropriately safeguarded and controlled. In this regard, this individual will be responsible for insuring that the basic accounting functions for the city are appropriately maintained.

#### D. POWERS AND DUTIES

This office shall have all the powers the duties prescribed to it by law.

E. MINIMUM QUALIFICATIONS

The administrator must have graduated from an accredited college or university, with a Bachelor's Degree, graduate education in business administration and/or public administration.

F. APPOINTMENT AND TENURE

The city administrator shall be employed by a majority vote of the city council with no stated term of office, and shall only be removed from office by a majority vote of the city council.

II.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

III.

Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

IV.

This ordinance shall be in full force and effect from and after the date of its passage and publication as required by law.

PASSED AND ADOPTED this the 21st day of April, 1992.

APPROVED:

Sharon Riley Suarez  
SHARON SUAREZ, Mayor

ATTEST:

Kathy Mitchell  
City Secretary

APPROVED

Walter W. Leonard  
WALTER W. LEONARD, City Attorney