

CHAPTER 248
Village Administrator

248.01	Purpose; intent.	248.06	Duties.
248.02	Establishment of office.	248.07	Purchasing responsibilities.
248.03	Appointment; qualifications; residency.	248.08	Authority re departments and employees.
248.04	Acting Village Administrator.	248.09	Administrator as Enforcement Officer.
248.05	Compensation.		

CROSS REFERENCES

Authority of Council to appoint officers - see CHTR. Ch. III, §15
 Duties and powers of officers and employees generally - see CHTR. Ch. III, §19
 Oath of office - see CHTR. Ch. III, §24
 Authority re Ordinance Violations Bureau - see ADM. 212.03(c)

248.01 PURPOSE; INTENT.

It is the purpose and intent of this chapter to establish the position of Village Administrator, to provide for the appointment, compensation and discharge of the person occupying such position, and to prescribe the duties and responsibilities of such person.

(Ord. 99-54. Passed 5-10-99.)

248.02 ESTABLISHMENT OF OFFICE.

There is hereby established the position of Village Administrator.

(Ord. 99-54. Passed 5-10-99.)

248.03 APPOINTMENT; QUALIFICATIONS; RESIDENCY.

(a) The Village President shall, with the concurrence of a majority of the Village Council, appoint a Village Administrator for a specified term. The Council may enter into an employment agreement with the Village Administrator to set forth the terms and conditions of the Village Administrator's employment. Except as otherwise provided in such employment agreement, the Village Administrator shall serve at the pleasure of the Village Council and may be removed upon the affirmative vote of a majority of the Council. The Village President may, for cause, suspend the Administrator with full pay.

(b) The Administrator shall be selected on the basis of administrative, executive and management abilities with primary emphasis on training and experience.

(c) The Village Administrator need not be a resident of the Village.
(Ord. 99-54. Passed 5-10-99.)

248.04 ACTING VILLAGE ADMINISTRATOR.

The President, with the concurrence of a majority of the Village Council, shall appoint or designate an acting Village Administrator during a vacancy in the office of the Village Administrator, with the scope of authority and responsibility of the Acting Village Administrator to be established as part of the appointment.
(Ord. 99-54. Passed 5-10-99.)

248.05 COMPENSATION.

The Village Administrator shall be compensated as the Council shall determine by resolution or through an employment agreement with the Village Administrator.
(Ord. 99-54. Passed 5-10-99.)

248.06 DUTIES.

(a) The Village Administrator shall be responsible to the Village Council for the efficient and effective administration of the affairs of the Village, including the exercise of management supervision over all non-elective officers and departments of the Village and over all property owned or leased by the Village.

(b) The Administrator shall, in accordance with policies, directives and parameters set by the Village Council, have the following authority, functions and duties:

- (1) Attend all meetings of the Village Council and committees of the Council in an advisory and non-voting capacity.
- (2) Attend, as necessary, meetings of all other Village boards and commissions in an advisory and non-voting capacity. The Council may direct the Village Administrator to attend specific board and commission meetings.
- (3) Be responsible for personnel management.
- (4) Establish personnel rules applicable to all Village employees, subject to approval of the Council.
- (5) Recommend to Council concerning the appointment, suspension, removal and compensation of all employees of the Village.
- (6) Supervise all departments and non-elective officers of the Village.
- (7) Supervise the accounting, budgeting, personnel, purchasing, and related management functions performed by the Village Clerk and Treasurer.
- (8) Prepare, present for approval, and administer the budget as provided for in the Uniform Budgeting and Accounting Act, being M.C.L.A. 141.421 et seq., as amended.

- (9) Act as the purchasing agent of the Village.
 - (10) Prepare and maintain an administrative policy defining the duties and functions of the various officers and departments of the Village, subject to approval by Council.
 - (11) Investigate complaints or inquiries concerning the administration of the Village.
 - (12) Recommend to the Council adoption of such measures as may be deemed necessary or expedient for the improvement or betterment of the Village.
 - (13) Advise the Council as to the needs and condition of the Village.
 - (14) Manage and oversee Village contracts, report to Council any breach of such contracts, and recommend to Council appropriate remedial action therefor.
 - (15) Cause Village ordinances to be enforced.
 - (16) Formulate and implement administrative policy for the Village.
 - (17) Represent the Village in all matters concerning Village operations.
 - (18) Perform other duties as required by the Village Council.
- (Ord. 99-54. Passed 5-10-99.)

248.07 PURCHASING RESPONSIBILITIES.

(a) The Village Administrator shall act as purchasing agent for all Village officers and departments. The Administrator may delegate some or all of the duties as purchasing agent to another officer or employee, provided that such delegation shall not relieve the Administrator of the responsibility for the proper conduct of those duties.

(b) The Village Administrator shall have the authority to purchase any goods or services the cost of which does not exceed an amount to be set by Council, provided that funds have been appropriated therefor. The cost of the goods or services shall not exceed the unencumbered balance of the appropriation for that account. Except as hereinafter provided, the Village Administrator shall not purchase any goods or services the cost of which exceeds the above amount without prior approval of the Village Council. The Village Administrator may propose rules for adoption by the Village Council governing the purchase of goods or services.

(c) The Village Administrator shall have the authority to purchase any product or service, regardless of its cost, when such purchase is necessitated by an emergency condition. "Emergency condition" is defined to mean any event which presents a serious and imminent threat to the public health, welfare or safety, or any event which would result in the serious and immediate disruption of an essential Village service, and if there is insufficient time to obtain the prior approval of Council or, if Council cannot be convened, of the Village President.

(Ord. 99-54. Passed 5-10-99.)

248.08 AUTHORITY RE DEPARTMENTS AND EMPLOYEES.

No elected officer of the Village shall direct the management of the departments or officers under the supervision and responsibility of the Administrator, except to the extent necessary to fulfill or execute the President's powers under Chapter III, Section 8 of the Charter, or except by ordinance or resolution adopted by the Village Council. Except for the purpose of informational inquiry, the President and the Trustees shall communicate through the Administrator with departments under the supervision and responsibility of the Administrator.

(Ord. 99-54. Passed 5-10-99.)

248.09 ADMINISTRATOR AS ENFORCEMENT OFFICER.

The Village Administrator is hereby designated as an authorized Enforcement Officer for the purpose of enforcing Village ordinances. The Administrator shall have the authority provided by law, charter, ordinance and/or Village Council resolution to enforce Village ordinances, including but not limited to the authority to issue and serve violation notices, appearance tickets and municipal civil infractions, except to the extent state law limits or reserves such authority to a specific enforcement officer or agency.

(Res. Passed 2-4-02.)