

CHAPTER 4-3. CHIEF ADMINISTRATIVE OFFICER¹

Sec. 4-3-1. Chief Administrative Officer.

- (a) The Mayor shall be required, with the advice and consent of the City Council, to appoint a Chief Administrative Officer to exercise such powers of administration and perform such duties as the Mayor shall prescribe. The Chief Administrative Officer may also be known as and designated by the title of City Administrator or CAO.
- (b) The positions of Mayor and Chief Administrative Officer are intended to complement each other by combining strong political leadership with management expertise. For this reason, the Chief Administrative Officer shall be appointed on the basis of his ability and prior experience in the field of public administration, together with such other qualifications as may hereinafter be set forth.
- (c) The Chief Administrative Officer may be removed at the sole discretion of the Mayor.

(Revised Ords. 1978, § 6-3-1; Ord. No. 17-06, 2-7-2017)

Sec. 4-3-2. Interim Chief Administrative Officer.

- (a) Subject to U.C.A. 1953, § 10-3b-202, the Mayor may appoint an Interim Chief Administrative Officer to serve during the interim vacancy period between a municipal general election held to elect a Mayor and the day on which a new Mayor-elect begins the Mayor's term, provided that the Interim Chief Administrative Officer's term shall expire once a new Chief Administrative Officer is appointed by the new Mayor after the interim vacancy period has expired. This section does not apply, however, if the Mayor who holds office on the day of the municipal general election is re-elected to the Mayor's office for the following term.
- (b) A Mayor who appoints an Interim Chief Administrative Officer in accordance with Subsection (a) of this section, may not enter into an employment contract that contains an automatic renewal provision with that officer.

(Revised Ords. 1978, § 6-3-2; Ord. No. 17-06, 2-7-2017)

Sec. 4-3-3. Duties of Chief Administrative Officer.

The Chief Administrative Officer shall have the power and duty to:

- (1) Recommend to the Mayor the appointment of persons to the position of department head and to other employment positions within the City;
- (2) Recommend the removal of persons such as department heads or other employees of the City;
- (3) Approve administrative policies and rules;
- (4) Act as the budget officer of the City when designated by the Mayor;

¹State law reference(s)—Chief administrative officer, U.C.A. 1953, § 10-3b-202(1)(c)(iii)(A).

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- (5) Act through the Mayor to enforce the laws, ordinances and policies as established by the City;
 - (6) Bind the City to financial agreements in emergency situations;
 - (7) Act as an official representative of the City administration in the Mayor's absence;
 - (8) Sign plats and agreements in behalf of the City in the Mayor's absence or as delegated by the Mayor;
 - (9) Recommend to the Mayor and implement upon adoption such projects as may increase productivity within the City government;
 - (10) Carry out assignments as delegated by the Mayor;
 - (11) Exercise such other powers and responsibilities as may be required to efficiently and effectively administer the City government on a day-to-day basis;
 - (12) Except as provided in the Legislative and Judicial Codes, serve as the administrative head of all of the departments within the City government and all department heads and employees of the City shall be administratively responsible to him in the exercise of his duties herein;
 - (13) Attend all meetings of the City Council unless specifically excused and recommend for adoption such measures as he shall deem expedient;
 - (14) Hold regular office hours at the City offices and be responsible for the efficient resolution of problems arising in the course of governmental business carried on by the City;
 - (15) Resolve actual and potential conflict among departments of the City government and maintain harmony conducive to proper functioning of the City administration;
 - (16) Plan, direct and control, under the direction of the Mayor, the administrative affairs of the City; and
 - (17) Within five days of notification or request, deliver to his successor in office all properties, books and effects of every description in his possession belonging to the City or appertaining to his office.

(Revised Ords. 1978, § 6-3-3; Ord. No. 17-06, 2-7-2017)

Sec. 4-3-4. Qualifications.

- (a) The City Administrator need not be a qualified elector or resident of Sandy City.
- (b) The City Administrator shall serve for an indefinite term of office, except that he shall be reappointed as required for other appointive offices by state statutes.
- (c) The City Administrator shall serve until such time as he may be removed by the Mayor.
- (d) The City Administrator shall be appointed on the basis of the following minimum qualifications, which shall include, but not be limited to:
 - (1) *Education.* A Bachelor's Degree and a Master's Degree in public or business administration or related areas of study. Experience may be substituted on a year for year basis to fulfill the education requirements of the Master's Degree.
 - (2) *Experience.* Ten years' experience in public administration or related fields of administration.
 - (3) *Knowledge.* A knowledge of public administration theory and practice, administrative organization, and municipal laws, ordinances and regulations.

(Revised Ords. 1978, § 6-3-4; Ord. No. 17-06, 2-7-2017)

Sec. 4-3-5. Relationship with City Council.

- (a) The City Administrator, acting in the capacity of the Administrator of the day-to-day affairs of the City government, shall be directed in such administrative activity by the Mayor.
- (b) City Council members may not direct that the City Administrator appoint or remove a person from an executive City office, interfere in any way with an executive officer's performance of the officer's duties, or publicly or privately give orders to a subordinate of the Mayor.

(Revised Ords. 1978, § 6-3-5; Ord. No. 17-06, 2-7-2017)

Sec. 4-3-6. Duties of Assistant Chief Administrative Officers.

Subject to the limitations and requirements of applicable budget and fiscal appropriations, the City Administrator may appoint one or more Assistant CAOs to perform any of the duties of the City Administrator, including, but not limited to, the following:

- (1) Assist the City Administrator in his duties overseeing the operations of the City;
- (2) Serve as the acting City Administrator in the absence of the City Administrator;
- (3) Supervise any departments, functions, divisions, or personnel as assigned by the Mayor or City Administrator; and
- (4) Complete special studies, assignments, project management, and other duties as assigned by the Mayor or City Administrator.

(Revised Ords. 1978, § 6-3-6; Ord. No. 17-06, 2-7-2017)