

ORDINANCE NO. 156

AN ORDINANCE REPEALING RESOLUTION NO. 64, DESIGNATING ADMINISTRATIVE DUTIES, AND REVISING 1994-1995 ANNUAL BUDGET TO INCLUDE FUNDING FOR CITY ADMINISTRATOR

WHEREAS, Tennessee Code Annotated §6-3-106 gives the Mayor of the Town of Mount Carmel certain duties unless the Board of Mayor and Aldermen designates otherwise; and

WHEREAS, the Board of Mayor and Aldermen wish to modify the present method of operation to provide for the administration of the Town's affairs by a city administrator rather than by the Mayor; and

WHEREAS, the 1994-1995 Annual Budget does not provide for funding of position of city administrator;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE AS FOLLOWS:

SECTION ONE

RESOLUTION NO. 64 REPEALED

Resolution No. 64 shall be and is hereby repealed in it entirety.

SECTION TWO

CREATION OF POSITION OF CITY ADMINISTRATOR

The position of City Administrator is hereby created.

SECTION THREE

DUTIES OF CITY ADMINISTRATOR

The City Administrator shall perform the following duties:

1. Administer the business of the municipality;
2. Make recommendations to the Board of Mayor and Aldermen for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the municipality;
3. Keep the Board of Mayor and Aldermen fully advised as to the conditions and needs of the municipality;
4. Report to the Board of Mayor and Aldermen the condition of all property, real and personal, owned by the municipality and recommend repairs or replacements as needed;
5. Recommend to the Board of Mayor and Aldermen and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the municipality;
6. Recommend specific personnel positions, as may be required for the needs and operation of the municipality, and propose personnel policies and procedures for approval by the Board of Mayor and Aldermen;
7. Employ, promote, discipline, suspend, and discharge all employees and department heads, subject to approval by the Board of Mayor and Aldermen. Any personnel action taken by the City Administrator shall be in accordance with personnel policies and procedures adopted by the Board;

8. Act as purchasing agent for the municipality in the purchase of all materials, supplies, and equipment for the proper conduct of the municipality's business, provided that all purchases shall be made in accordance with policies, practices, and procedures established by the Board of Mayor and Aldermen;
9. Prepare and submit the annual budget and capitol improvements program to the Board of Mayor and Aldermen for its adoption by ordinance; and
10. Perform such other duties as may from time to time be designated or required by the Board.

SECTION FOUR

1994 - 1995 ANNUAL BUDGET AMENDED

The 1994-1995 Annual Budget (Ordinance No. 159) is and shall be amended by adding under "General Fund and Expenditures" Line Item No. 41340 "City Administrator" and shall have added thereto the amount of \$35,000.00. The following Line Item Nos. shall have the amount budgeted therefore reduced by the amounts shown hereafter:

<u>LINE ITEM</u>	<u>AMOUNT</u>
42401	\$27,000.00
42403	4,800.00
420	3,200.00
	<u>\$35,000.00</u>

SECTION FIVE

POSITION TO BE POSTED AND ADVERTISED

The opening for the position of City Administrator, the maximum salary, and the duties to be performed by the City Administrator shall be posted on the Town Bulletin Board in City Hall. Advertisements for same shall be placed in the Kingsport Times News, Rogersville Review, and Tennessee Town and City. The position shall be posted and advertised for a period not to exceed thirty (30) days at which time applicants for the position are to be interviewed by the Board of Mayor and Aldermen and a City Administrator appointed based strictly on merit which is to take into consideration education, training, and prior experience.

SECTION SIX

LEGAL STATUS PROVISIONS

A. Conflict With Other Ordinances

In case of conflict between this ordinance or any part thereof, and the whole or part of any existing or future ordinance of the Town of Mount Carmel, Tennessee, the most restrictive shall in all cases apply.

B. Validity

If any rule, section, or sub-section of this ordinance is held by any court to be invalid or unconstitutional, the same shall not invalidate, otherwise effect any of the other rules, sections, or sub-sections of this ordinance unless it clearly appears that such other rule, section,

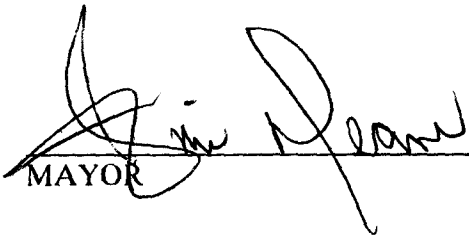
or sub-section is wholly or necessarily dependent for its operation upon the rule, section or sub-section so held invalid or unconstitutional.

C. Effective Date

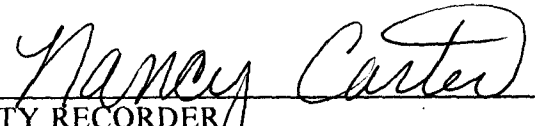
This ordinance shall become effective upon passage, the public welfare requiring.

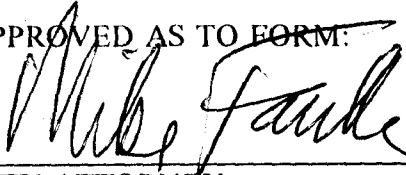
Passed 1st Reading	<u>12-15-94</u>	Ayes	<u>4</u>	Nays	<u>3</u>	Other	<u> </u>
Passed 2nd Reading	<u>1-26-95</u>	Ayes	<u>4</u>	Nays	<u>3</u>	Other	<u> </u>

Publication: Kingsport Times News
Publication Date: 3-10-95


MAYOR

ATTEST:


CITY RECORDER

APPROVED AS TO FORM:

CITY ATTORNEY

CITY ADMINISTRATOR for the Town of Mount Carmel, Tennessee.

Mount Carmel is located in Hawkins County in northeast Tennessee. The town has a population of about 4,000 and the county a population of about 45,000. The town was established pursuant to the general law in 1961 with a Mayor - Aldermanic Charter. The successful applicant will be the first professional administrator for the town. A knowledge of governmental accounting standards is required. Experience with Tennessee Municipal Fund Accounting is desirable. The successful applicant must hold at least an undergraduate degree in a discipline related to government administration such as, but not limited to, public administration, city management, business, engineering or law, or have equivalent experience. Salary not to exceed \$35,000 per year, dependent on qualifications. Respond to the Mayor, Town of Mount Carmel, Tennessee, 100 East Main Street, Post Office Box 1421, Mount Carmel, Tennessee 37645.

AN EQUAL OPPORTUNITY EMPLOYER

CITY ADMINISTRATOR for the Town of Mount Carmel, Tennessee.

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