

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

FOUNDED 1876
INCORPORATED 1899

ORDINANCE NO. 189

AN ORDINANCE TO CREATE THE OFFICE OF TOWN MANAGER, TO AMEND SECTION 3-1-1 AND ARTICLE 3-2 OF THE TOWN CODE OF JEROME, ARIZONA, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Pursuant to ARS 9-303, The Town of Jerome hereby creates the office of town manager, and

The town code of the Town of Jerome is hereby amended as follows:

Section 3-1-1 to read: There are hereby created the offices of town manager, town clerk, town marshal, town attorney, and town magistrate, who shall be appointed by the council and who shall serve at the pleasure of the council.

Section 3-2-5 to be added to Article 3-2, as follows:

Section 3-2-5 TOWN MANAGER

- A. Administrative Duties. The town manager shall be the chief administrative officer of the town. He shall gather and present information to the council with recommendations for council action. He shall perform those administrative responsibilities and duties that are conferred upon him by the council in addition to those specified below. Work shall be performed in accordance with general instructions and directions from the council.
- B. Personnel. The town manager shall exercise administrative authority over all town personnel. He shall recommend for council approval, revision or rejection a personnel policy and a wage policy. He shall provide for appropriate scheduling and monitoring of work flow. He shall review time cards of employees for accuracy. He shall handle hiring and firing, employee complaints, and disciplinary actions as directed by the council.

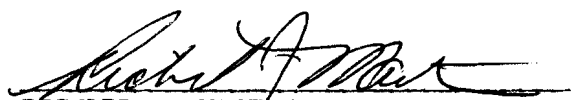
- C. Budget. The town manager shall plan and coordinate the preparation of the town budget for council consideration, approval, revision or rejection. He shall monitor revenues and expenditures and advise the council concerning the cash flow situation on a monthly basis and whenever necessary.
- D. Contracts & Purchasing. The town manager shall negotiate contracts and legal agreements for the town and submit them for council consideration, approval, revision or rejection, and for council signatures. He shall obtain estimates of costs for purchased items when necessary, and shall sign all purchase orders as directed by council.
- E. Revenue. The town manager shall investigate all possible sources of revenue available to the town, and shall develop those sources as directed by the council.
- F. Inventory. The town manager shall provide for the proper taking and recording of the town's inventory.
- G. Real Estate. The town manager shall negotiate lease and rental agreements for the town properties and obtain council approval, revision or rejection, and council signatures. He shall monitor these agreements to assure conformance. He shall approve the use of town properties for activities other than those of the town, in accordance with town policies.
- H. Meetings. The town manager shall attend meetings of the town council, town commissions, and town committees as required or necessary. He may represent the town at meetings of other government agencies, conferences, organizations and clubs and speak on behalf of the town at these meetings as requested by the council.
- I. Reports. The town manager shall assist the town clerk in preparation of monthly reports as directed by the council and shall present appropriate reports at council meetings.
- J. Public Contact. The town manager shall receive inquiries from the public by letter, phone, or in person, and shall furnish information or direct inquiries to the proper source for answer. He shall also handle emergency requests, alert responsible individuals and agencies, and take appropriate actions as mandated by the situation. He shall file promptly with the council a report showing such emergencies and the necessity for such actions, together with an itemized account of all expenditures.

- K. Office Hours. The town manager shall provide for the maintenance of regular town office hours for conducting business with the public. This office shall normally be manned by the town clerk. In the event of the absence of the town clerk, the town manager shall either personally substitute for the clerk or shall provide for a qualified substitute.
- L. Maintenance. The town manager shall plan and provide for maintenance of town properties and equipment.
- M. Keys. The town manager shall provide a system for control of keys for locks on all town properties, equipment, and systems.
- N. Residency. The town manager shall live within a two mile radius of the town, or shall move there within one hundred twenty (120) days of starting work.


WHEREAS, it is necessary for the preseveration of the peace, health and safety of the Town of Jerome, Arizona, that this ordinance become effective immediately, an emergency is hereby declared to exist, and this ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Jerome, Arizona, this 13th day of October, 1981.

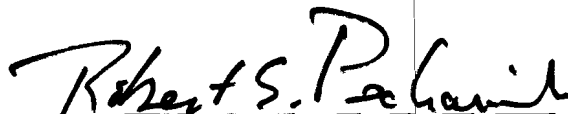
APPROVED this 13th day of October, 1981, by the affirmative vote of three-fourths of the Common Council of the Town of Jerome, Arizona.


RICHARD J. MARTIN, Mayor

ATTEST:


Lewis J. Currier, Town Clerk

APPROVED AS TO FORM:


ATTORNEY, Town of Jerome