

JOB DESCRIPTION
CITY MANAGER
CITY OF ALGONAC

The Algonac City Manager is responsible for the following functions in accordance with the Algonac City Charter:

Section 4.10 – City Manager: Functions and Duties

- 1) To be responsible to the Council for the efficient administration of all administrative departments of city government except the department under the direction of the Attorney
- 2) To see that all laws and ordinances are enforced;
- 3) To appoint, with the consent of the Council, the heads of the several city department whose appointment is not otherwise specified in this charter, and to direct and supervise such department heads.
- 4) To give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts or agreements;
- 5) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed;
- 6) To recommend to the Council for adoption such measures as he may deem necessary or expedient, and to attend council meetings with the right to take part in discussion but not to vote;
- 7) To exercise and perform all administrative functions of the city that are not imposed by this charter or ordinance upon some other official
- 8) To be responsible for the maintenance of a system of accounts of the city which shall conform to any uniform system required by law and by the Council and to generally accepted principles and procedure of governmental accounting. He shall submit financial statements to the council quarterly, or more often as the Council directs;
- 9) To act (as) a Purchasing Agent for the city and in such capacity shall purchase all supplies and equipment and dispose of the same in accordance with procedures established by the Council;
- 10) To perform such other duties as may be prescribed by this charter or required of him by Ordinance or by direction of the Council.