

ORDINANCE NO. 13-14

AN ORDINANCE OF THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF NOLENSVILLE TO SUPPLEMENT AND DEFINE THE PROVISIONS OF SECTION 6-4-101 OF THE MUNICIPAL CHARTER REGARDING THE DUTIES OF THE CITY ADMINISTRATOR

WHEREAS, the Board of Mayor and Aldermen have determined that it is the best interest of the Town to amend the supplement and define the provisions of Section 6-4-101 of the Municipal Charter to further specify the duties of the City Administrator.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF NOLENSVILLE.

Section 1. That Section 6-4-101 of the Municipal Charter is supplemented by enacting the following description of duties for the City Administrator who may also be referred to as the Town Administrator. These provisions shall be placed in Chapter 1, Section 301 of the Nolensville Municipal Code (NMC).

1-301. Duties of Town Administrator. The Town Administrator is responsible for the efficient management and operation of the affairs of the Town in accordance with the State law and the Municipal Charter, Town ordinances and such directives, regulations, and policies of the Board of Mayor and Alderman (BOMA or the Board) may from time-to-time adopt. The specific duties and responsibilities of the Town Administrator are as follows:

- (a) **Day-to-day operation of the Town.** The Town Administrator shall:
- Ensure all property, real and personal, owned by the municipality is well maintained;
 - Ensure that all state, county and local ordinances and regulations are followed within the town limits;
 - Ensure storm water quality through a comprehensive storm water management program;
 - Manage the efficient operation of the Town offices;
 - Identify and where feasible, implement new and more efficient methods of operations for Town departments; and
 - Perform such other duties consistent with this office as may by vote of the BOMA be required.
- (b) **Reports and recommendations to Board and committees.** The Town Administrator shall:
- Make recommendations to the Board for improving quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the municipality;
 - Keep Board fully advised as to the conditions and needs of the municipality;
 - Report to the Board the condition of all property, real and personal, owned by the municipality and recommend repairs and replacement as needed;
 - Recommend to the Board and suggest priority of programs or projects involving public works or public improvements that should be undertaken by the municipality;
 - Recommend specific personnel positions, as may be required for the needs and operations of the municipality, and may propose personnel policies and procedures for approval by the Board; and

- Consult and cooperate with the committees of the Board in the administration of the Town's affairs.
- (c) **Manage Town employees.** The Town Administrator shall:
- Recruit, hire, evaluate, direct, and, if necessary, discipline and fire Town employees;
 - Examine or cause to be examined the affairs or conduct of any department or employee under his/her control to insure the proper performance of duties and shall have access to all Town records, books or papers to properly perform this function;
 - Establish and maintain effective working relationships with employees;
 - Conduct regular staff meetings to review progress, accomplishments, budgets, strategies and plans for the town;
 - Facilitate and work within a "team oriented" environment, being both an effect team leader and team member;
 - Support other staff in the development and implementation of goals, objectives, policies, or priorities;
 - Train and supervise all staff including consultants; and
 - Handle confidential information with tact and discretion.
- (d) **Interact effective with governmental officials and community members.** The Town Administrator shall:
- Establish and maintain effective working relationships with Town officials, the business community, the general public and State, Regional and Federal officials;
 - Communicate effectively with the public and development community orally and in writing;
 - Educate the public on Town, County, and State ordinances, regulations, and plans;
 - Communicate the Town's position effectively in public forums and meetings;
 - Work closely with the public receiving inquiries and complaints and attending to the resolution of same;
 - Seek innovative solutions to problems while implementation of Town regulations and goals; and
 - Participate in various local and regional groups.

Section 2. Appointment of Town Administrator. The town administrator shall be appointed by majority vote of the Board of Mayor and Aldermen for an indefinite term. The administrator shall be chosen by the board solely on the basis of executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office hereinafter set forth. No member of the Board of Mayor and Aldermen shall receive such appointment neither during the term for which the member shall have been elected nor within one year after the expiration of the member's term.

Section 3. Removal of the Town Administrator. The Board of Mayor and Aldermen may remove the town administrator at any time by a majority vote of its members. If requested by the town administrator, a public hearing shall be granted by the board within 30 days following notice of removal. During the interim, the board may suspend the administrator from duty, but shall continue the administrator's salary and benefits until the final removal date.

Section 4. Board Not to Interfere with Appointments or Removals. Neither the Board of Mayor or Aldermen nor any of its members shall direct or request the hiring of any person to, or removal from, office by the town administrator or any of the administrator's subordinates or in any manner take part in the hiring or removal of officers and employees in the administrative

services of the town. Except for the purpose of inquiry, the board and its members shall deal with the administration solely through the town administrator and neither the board nor any member thereof shall give orders to any subordinates of the town administrator, either publicly or privately.

Section 5. Prior Ordinances. Upon the effective date of this ordinance, all prior ordinances and resolutions shall be repealed to the extent they are in conflict with this Ordinance.

Section 6. Severability. It is expressly declared that the Board of Mayor and Aldermen would have passed the other provision of this ordinance irrespective of whether or not one or more provisions may be declared invalid. The provisions of this ordinance shall be deemed severable and if any provisions of this ordinance or the application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 7. Probationary period. During the first year of employment with the Town of Nolensville, the Town Administrator shall serve in a probationary period where he or she shall report directly to the Mayor. During said probationary period, all duties as are provided in Section 1-203(c) of the NMC shall be subject to approval of the Mayor. This shall not be construed to deny or deprive BOMA of any oversight of the Town Administrator or of any responsibilities as provided above. It is intended to create a direct supervisory chain of command during the probationary period.

Section 8. Effective Date. This ordinance shall take effect upon publication in a newspaper of general circulation after final reading, the public welfare requiring.

Jimmy Alexander, Mayor

ATTEST:

Cindy Lancaster, Town Recorder

APPROVED AS TO FORM AND LEGALITY:

Robert J. Notestine III, Town Attorney

Passed First Reading _____

Passed Second Reading _____

Published in newspaper of general circulation:
