

## **100 ADMINISTRATIVE**

### **100.1 PURPOSE**

The purpose of this section is to provide for the office, powers and duties of the General Manager of the Urbandale Water Utility.

### **100.2 APPOINTMENT**

The General Manager shall be appointed by a majority vote of the entire Water Board at a regular meeting of such body.

### **100.3 REMOVAL**

The Water Board may remove the General Manager from the position of General Manager by a majority vote of the trustees. After completing twelve (12) months service, the General Manager may not be removed without ninety (90) days' notice or ninety (90) days' pay at the highest salary received during tenure. Such notice and compensation may be waived at the Water Board's discretion if the manager is found guilty of an illegal action in the performance of his/her duties.

### **100.4 COMPENSATION**

The General Manager shall receive such annual salary as the Water Board shall, from time to time, determine by a majority thereof, and time of payment shall be fixed in accordance with that of other Water Utility employees.

### **100.5 POWERS AND DUTIES**

The General Manager shall be the chief administrative officer of the Water Utility. The Manager shall be responsible to the Water Board for the administration of all Water Utility affairs placed in the Manager's charge by the Water Board. The General Manager shall have the following powers and duties:

- 100.5.1 To employ, reclassify, evaluate, suspend or remove Water Utility personnel and recommend to the Water Board compensation to be paid such employees as provided for by the Code of Iowa and Water Utility Personnel Policies.
- 100.5.2 To see that all ordinances, resolutions, contracts, Water Board directives, or laws of the State are faithfully executed.
- 100.5.3 To attend all meetings of the Water Board, unless excused by a majority of the Water Board. The Manager shall have the right to participate but shall not have the right to vote.

- 100.5.4 To keep the Water Board fully advised as to the financial conditions, current activities and future needs of the Water Utility and to make such recommendations to the Water Board concerning the affairs of the Water Utility, as the Manager may deem necessary.
- 100.5.5 To direct and supervise the administration of all departments and offices of the Water Utility.
- 100.5.6 To prepare and submit an annual budget and capital program to the Water Board of Trustees.
- 100.5.7 To conduct the business affairs of the Water Utility, including financial and personnel affairs, by modern and efficient methods and to cause accurate records to be maintained.
- 100.5.8 To make such other reports as the Water Board may require concerning Water Utility affairs.
- 100.5.9 To perform such other duties as the Water Board may request or delegate.