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Article 3. Appointed Officials

**§1-301 APPOINTED OFFICIALS; ENUMERATED.** The Mayor may, by and with the advice and consent of a majority of the City Council, have such departments and appoint such officials as may be established by ordinance which shall include an Administrator, Finance Director, Clerk, Deputy Clerk, Library Director, Public Works Director, Police Chief, Recreation Director, Engineer, Attorney, Emergency Management Liaison Officer and such other officials as may otherwise be required by law. All appointed officials may be removed at any time by the Mayor with the approval of the majority of the Council. All confirmations of appointments to such offices by the Council shall be made viva voce, and the concurrence of a majority shall be required. The vote by "yeas" and "nays" shall be recorded. (Ref 16-308 RS Neb.) (Amended by Ord. 1480, 02/15/00; 1994, 01/03/17; 2075, 02/05/19; 2077, 02/19/19)

**§1-302 APPOINTED OFFICIALS; VACANCY.** Whenever any vacancy shall occur in an appointive office for any reason, the Mayor with the concurrence of the majority of the Council shall fill the office in the manner prescribed for the appointment of new appointed officials for the unexpired term.

**§1-303 APPOINTED OFFICIALS; TERM OF OFFICE.** All officers appointed by the Mayor and confirmed by the Council shall hold the office to which they may be appointed until the end of the Mayor's term of office and until their successors are appointed and qualified, unless sooner removed, or the ordinance creating the office shall be repealed; Provided, that the term of office of the Chief of the Fire Department shall be for one (1) year only. (Ref. 16-309 RS Neb.)

**§1-304 APPOINTED OFFICIALS; CREATION OF OFFICE.** The Governing Body may create any office that it may deem necessary for the good government and interest of the Municipality. (Ref. 16-308 RS Neb.)

**§1-305 APPOINTED OFFICIALS: DUTIES PRESCRIBED.** The Governing Body may regulate and prescribe by ordinance the powers, duties, and compensation of the officers of the Municipality not specifically delineated by State law. (Ref. 16-218 RS Neb.)

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**§1-306 APPOINTED OFFICIALS: REPORTS.** The Governing Body may require from any office of the Municipality at any time a report in detail of the transactions of his/her office or of any matters connected therewith. (*Ref. 16-220 RS Neb.*)

**§1-307 APPOINTED CITY ADMINISTRATOR DUTIES.** The Mayor shall with the consent of a majority of the members elected to the Council appoint the City Administrator. The City Administrator shall be responsible for the daily operation and administration of City government through oversight and performance of relevant supervisory, administrative and financial functions with the oversight of the Mayor. Under direction of the Mayor, the City Administrator shall serve as the Public Relations Officer of to all city department heads, employees, appointees, contractors, and consultants. The City Administrator shall:

- a. Supervise and direct all department functions of the City.
- b. Be responsible for the prudent management of all departments and shall be accountable to the Mayor and City Council at all times.
- c. Provide direct control and supervision over the City Attorney, Public Works Director, City Clerk, Finance Director-Treasurer, Library Director, Parks and Recreation Director, Economic Development Program Director, Media Specialist, Human Resource Director, Chief of Police, and Fire Chief. All employees of the City Administrator's Departments and subordinate departments shall obey the orders of the City Administrator and may be discharged on recommendation of the City Administrator to the Mayor as provided by City Policy and this code.
- d. Conduct annual performance evaluations and administer timely disciplinary actions;
- e. Oversee schedules, employee hours, all aspects of Human Resources, manage vacations and time off, with assistance of the Human Resource Director's Office.
- f. Recommend the appointment and compensation of employees and assistants as are necessary to perform the duties of his office and the various departments of the City. The compensation of appointees shall be approved and confirmed by the Mayor and Council before the City is bound to the acts of the City Administrator.

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- g. Supervise and direct any contract employee, contractor, or consultant(s) hired by the Mayor and Council, unless otherwise provided in the contract, City ordinance, or state statute.
- h. Ensure activities are performed according to City policies.
- i. Work with the Mayor on efficiency of all departments.
- j. Work directly with the Mayor and all department heads with budgeting, purchasing practices and policies.
- k. Be responsible for all matters of general supervision and administration with respect to public utilities now owned, operated or hereafter acquired by the City, together with the maintenance of the streets and alleys and the preservation and care of all property owned by the City, subject to instruction, direction, approval or ratification of the Mayor and Council, and in conformity with the provisions of this Code and the statutes of the State of Nebraska and the Government of the United States.
- l. Develop strategic plans, capital plans and economic forecasts for the City to include prioritization of projects and activities, controlling costs and preparing the City's long and short-term improvement plans and recommendations, in conjunction with department heads.
- m. Develop and review studies and reports including analysis, research and other information necessary to perform the duties of City Administrator.
- n. Manage and coordinate community and economic development activities with the Economic Development Program Director, NDED, Economic Development Advisory Board, CAIDC, Chamber of Commerce, and other groups to advance economic development activities for the benefit of the community.
- o. Attend City Council and various meetings, serve as a member of various committees to answer inquires and make recommendations pertaining to the functions of City government.
- p. Submit bimonthly reports to the Mayor and City Council regarding the status and progress of all major activities and operations.
- q. Provide reports, responses and recommendations as directed by the Mayor and City Council.
- r. Ensure that inquiries from the general public, including economic development issues, citizens' complaints and other requests for city services or information are given priority and are responded to personally or referred to the appropriate city official for prompt resolution.

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s. Attend various seminars and conferences to maintain awareness and keep abreast of changes in municipal/ public administration functions, responsibilities and trends.

t. Perform all other duties as directed or as may be necessary to fulfill the responsibilities of the position.

The Mayor and City Council may assign duties from time to time, additional to that prescribed herein. For performing the duties mentioned herein, or for other such duties as the Mayor and Council may from time to time designate the City Administrator shall receive such compensation, payable out of the several funds to credit of the Municipal activities under the City Administrator's jurisdiction, in regular installments as the Mayor and Council shall fix by ordinance. The City Administrator may be removed at any time by the Mayor with the approval of a majority vote of the members elected to the Council. (*Enacted by Ord. No. 1850, 3/19/13; Amended by Ord. No. 1853, 4/2/13; 1873, 10/15/13; 1953, 10/26/15; 1994, 01/03/17; 2042, 04/03/18; 2073, 01/15/19*)

**§1-308 APPOINTED OFFICE; CITY ATTORNEY.** The City Attorney shall be the legal advisor of the Council and City officers. The City Attorney is under the direct supervision of the City Administrator. The City Attorney shall commence, prosecute, and defend all suits and actions necessary to be commenced, prosecuted, or defended on behalf of the City, or that may be ordered by the Council. He or she shall attend meetings of the Council and give them his/her opinion upon any matter submitted to him/her, either orally or in writing as may be required. He/she shall draw all ordinances, contracts and other documents requested by the Mayor and Council, or City Administrator. The City Attorney will not engage in a private outside law practice. The Mayor and City Council shall have the right to pay the City Attorney additional compensation for legal services performed by him for the City or to employ additional legal assistance and to pay for such legal assistance out of the funds of the City. (*Ref. 16-319 RS Neb.*) (*Amended by Ord. 2074, 01/15/19*)

**§1-309 APPOINTED OFFICIALS; CITY TREASURER, DUTIES.** The Treasurer of the City shall be the custodian of and receive all money belonging to the City. He shall keep a separate account of each fund or appropriation, and the debts and credits belonging thereto. Treasurer shall collect all

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money receivable by the City on account of public utilities, duly accounting therefor. He shall, at the end of every month, and as often as may be requested, render an account to the City Council, under oath, showing the state of the treasury at the date of such account, the amount of money remaining in each fund and the amount paid therefrom, and the balance of money in the treasury. He shall accompany such account with a statement of all receipts and disbursements, together with all warrants retained and paid by him, which warrants, with all vouchers held by him, shall be filed with his account in the Clerk's office. He shall produce and show all funds shown by such report to be on hand, or satisfy the Council or its committee that he/she has such funds in his/her custody or under his/her control. If said Treasurer neglects or fails, for the space of ten (10) days from the end of every month, to render his/her account, his office may, by resolution of the Mayor and Council, be declared vacant; and the Mayor shall appoint and the Council confirm some person to fill the vacancy. The Treasurer shall keep his/her books and accounts in such a manner as the Mayor and Council shall prescribe and shall keep a daily cash-book. All of the books and accounts of the Treasurer shall always be subject to inspection by the Mayor, members of the Council and such other persons as they may designate. The Treasurer shall perform such other duties as are required of him by the laws of the City and the statutes of Nebraska. The Treasurer shall keep all money in his/her hands belonging to the City separate and distinct from his/her own money; and he is hereby expressly prohibited from using, either directly or indirectly, the corporation money or warrants in his/her custody and keeping same for his/her own use and benefit or that of any other person whomsoever. Any violation of this Section shall subject the Treasurer to immediate removal from office by the City Council, and it may declare such office vacant. The Mayor shall appoint a successor, who shall be confirmed by the City Council, to hold office for the remainder of the term. (Ref. 16-318, 16-717, 16-719 RS Neb.)

**§1-310 APPOINTED OFFICIALS; TREASURER'S BOOKS AND ACCOUNTS.**

The Treasurer shall give every person paying money into the treasury and his/her office a receipt therefor, which shall show the source from which such funds are derived, and shall, by distinct lines and columns, show the amount

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received to the credit of each separate fund, and whether same was paid in cash, in warrants, or otherwise, one (1) of which copies the Treasurer shall deliver to the person making such payment and the other he shall retain in his/her office and file such copy with his/her monthly reports. (Ref. 16-318, 77-2209 RS Neb.)

**§1-311 APPOINTED OFFICIALS; TREASURER'S BOOKS.** The Treasurer shall daily, as moneys are received, foot the several columns of his/her cash book and of his/her register, and carry the amounts forward, and at the close of each year, in case the amount of money received by the Treasurer is insufficient to pay the warrants registered, he/she shall close the account for that year in such register and shall carry forward the excess. Any Treasurer who shall fail regularly to enter upon his cash book the amounts so received and receipted for, or who shall fail to keep his/her cash book footed from day to day, for the space of three (3) days, shall forfeit for each offense the sum of one hundred (\$100.00) dollars, to be recovered in a civil action on his/her official bond by any person holding a warrant drawn on such Treasurer, one-half (1/2) to the person bringing such action, and one-half (1/2) to the school fund of the County. The cash book, register and retained receipts of the Treasurer shall at all times be open to the inspection of any person in whose name any warrants are registered and unpaid. (Ref. 77-2210 thru 77-2212 RS Neb.)

**§1-312 APPOINTED OFFICIALS; TREASURER'S ANNUAL REPORT.** It shall be the duty of the Treasurer to prepare and publish annually, within sixty (60) days following the close of the Municipal fiscal year, a statement of the receipts and expenditures by funds of the City for the preceding fiscal year. Not more than the legal rate shall be charged and paid for such publication. Such publication shall be made in one (1) legal newspaper of general circulation in the City. Any Treasurer failing or neglecting to prepare and publish such statement of receipts and expenditures shall be deemed guilty of a misdemeanor and shall be removed from office for such failure or neglect. (Ref. 19-1101, 19-1103, 19-1104 RS Neb.)

**§1-313 APPOINTED OFFICIALS; TREASURER'S WARRANTS.** The Treasurer shall keep a warrant register which shall show in

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columns arranged for that purpose, the number, date, and amount of each warrant presented and registered, the particular fund upon which the same is drawn, the date of presentation, the name and address of the person in whose name the same is registered, the date of payment, the amount of interest, and the total amount paid thereon, with the date when notice to the person in whose name such warrant is registered as herein provided. On presentation of a warrant for payment to the Treasurer when there are not insufficient moneys on hand to the credit of the proper fund to pay the same, it shall be the duty of the Treasurer to enter such warrant in his warrant register for payment in the order of its presentation and he shall endorse on the warrant the words "registered for payment" with the date of registration and shall sign such endorsement, whereupon the warrant shall draw interest at the rate of seven (7%) per cent per annum from the date of registration until notice of payment shall be given the registered owner. The Treasurer shall neither directly or indirectly contract for or purchase any City warrant at any discount whatever upon the sum due on such warrant or order, and if he/she shall so contract for or purchase any such order or warrant, he/she shall not be allowed in settlement the amount of such order or warrant, or any part thereof, and shall also forfeit the whole amount due on such order or warrant. (*Ref. 45-106, 77-2202, 77-2203 RS Neb.*)

**§1-314 APPOINTED OFFICIALS; MUNICIPAL CLERK, DUTIES.** The Mayor shall with the consent of a majority of the Council appoint the Municipal Clerk. It shall be the duty of the Municipal Clerk to attend every meeting of the Council and keep a record of the proceedings thereof. Whenever required by the Mayor or requested by four (4) members of the Council, he/she shall issue to the Chief of Police a notice to be delivered to the members of the Council of any special meeting thereof, and shall notify any and all committees of the Council of the business entrusted to them.

The Clerk shall keep and carefully preserve all papers and books which may come into his possession as Clerk, filing and arranging them in a manner convenient for reference; Provided, that after the period of time specified by the State Records Board, the Clerk may transfer such journal of proceedings of the Council to the

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state archives of the Nebraska State Historical Society for permanent preservation.

The Clerk shall keep the seal of the City and duty attest thereby the Mayor's signature to all ordinances and all deeds and papers required to be attested, when ordered by the Governing Body.

The Clerk shall keep all orders for money or warrants for the payment of money, and shall enter the same in numerical order in a book to be kept for that purpose.

The office of the Clerk shall be responsible for keeping a full and correct account with each consumer of City utility services and shall issue proper receipts for all money collected from each consumer, one (1) copy of which shall be retained by this office. The books and papers representing all transactions of this office, shall at all times, be open to the inspection of the Mayor and Council. This office shall make to the Mayor and Council a detailed monthly report as prescribed by the Mayor and Council. This office shall collect all money receivable by the City on account of public utilities, duly accounting therefor, and pay said sums forthwith to the Treasurer.

All office personnel of the Clerk's office shall be under the supervision and control of the City Clerk. All of said employees shall obey the Clerk's orders and may be discharged on recommendation of the Clerk for inefficiency or for the general good of said office.

Within thirty (30) days after any meeting of the Council, the Clerk shall prepare and publish the proceedings of the Council in a legal newspaper, or more than one (1) legal newspaper if directed by the Council. Said publication shall set forth a statement of the proceedings thereof and shall also include the amount of each claim allowed, the purpose of the claim, and the name of the claimant, except that the aggregate amount of all payroll claims may be included as one item.

Between July fifteenth (15th) and August fifteenth (15th) of each year, the names of all employees and their current annual, monthly or hourly salaries corresponding to such job titles shall be published. Each job title published shall be descriptive and indicative of the duties and functions of the position. The charge for the publication shall not exceed the rates provided for in Section 23-122 of the Nebraska State Statutes. The publication charge shall be paid and allowed as other claims against the General Fund.



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Wherever the Clerk is required to issue licenses, occupation tax receipts, or permits, the City Treasurer shall collect the amount required to be paid by the applicant therefor.

The Clerk shall have such additional duties and receive such salary as the Governing Body may prescribe. (Ref. 16-317, 19-1102 thru 19-1104 RS Neb.)

**§1-315 APPOINTED OFFICIALS; MERGER OF OFFICES.** The Governing Body may, at its discretion, by ordinance combine and merge any elective or appointive office or employment, except Mayor and Councilmember, with any other elective or appointive office or employment so that one or more of such offices or employments may be held by the officer or employee at the same time. The offices or employments so merged and combined shall always be construed to be separate and the effect of the combination or merger shall be limited to a consolidation of official duties only. The salary or compensation of the officer or employee holding the merged and combined offices or employments or offices and employments shall not be in excess of the maximum amount provided by law for the salary or compensation of the office, offices, employment or employments so merged and combined. (Ref. 16-305, 16-318.01 RS Neb.)

**§1-316 APPOINTED OFFICIALS; CLERK-TREASURER POSITION CREATED.** Repealed by Ordinance 2070 [date]

**§1-317 APPOINTED OFFICIALS; DEPUTY CLERK, DUTIES, COMPENSATION.** The Mayor, with the consent of the Council, may appoint within the office of the Deputy Clerk who shall have, all the powers and duties of the Clerk except as otherwise shall be provided by ordinance. He/She shall receive such compensation as the Mayor and Council shall from time to time establish by ordinance. He/She shall be removable at any time by the Mayor with the consent of the members of the Council. He/She shall give such bond as may be required by the Mayor and Council. He/She shall be under the immediate supervision of the Clerk.

**§1-318 APPOINTED OFFICIALS; CITY ENGINEER.** The Public Works Director shall serve as City Engineer. The City Engineer shall, when requested by the Governing Body, make, or cause to be made, estimates of the cost of labor and material which may be done or furnished by contract with

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the Municipality and make, or cause to be made, all surveys, estimates and calculations necessary to be made for the establishment of grades, building of culverts, sewers, electric light system, waterworks, power plants, public heating system, bridges, curbing, gutters, the improvement of streets, and the erection and repair of buildings. The City Engineer shall perform such additional duties as the Governing Body may require. It shall be the City Engineer's duty to make, or cause to be made, a record of the minutes of any surveys made and of all work done for the Municipality and accurately make, or cause to be made, such plats, sections, profiles, and maps as may be necessary in the prosecution of any public work, which shall be public records and belong to the Municipality. (Ref. 16-320, 16-321 RS Neb.) (Ord. 1736, 08/04/09)

**§1-319 APPOINTED OFFICIALS; SPECIAL ENGINEER.** The Governing Body may, whenever they deem it expedient, employ a special engineer to make or assist in making any particular estimate or survey. Any such estimate or survey shall have the same validity and serve in all respects as though the same had been made by the City Engineer. (Ref. 16-322 RS Neb.)

**§1-320 APPOINTED OFFICE; CITY PHYSICIAN.** The City Physician shall be a physician who resides permanently in the City. He shall be a member of the Board of Health of the City and shall be its medical adviser. He shall receive no compensation as a member of the Board of Health or any salary as City Physician, but shall be allowed compensation for services so assigned to him and rendered the City at the usual rates prevailing in the City for such services. (Ref. 16-238, 16-308 RS Neb.)

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**§1-321 APPOINTED OFFICIALS; PUBLIC WORKS DIRECTOR.** The Director of Public Works shall have general charge, direction and control over:

1. All employees, property and facilities of the Municipal Electric, Water, Sewer Systems, enforcement of building, electrical and plumbing codes, zoning ordinances, and safety and health regulations, landfills, solid waste collection sites and solid waste transfer stations of the Municipality,

2. The Director of Public Works may also be appointed to perform the duties of Municipal Street Superintendent and/ or Municipal Parks and Recreation Director, to perform the duties of each position as set forth in Crete City Code, and if so appointed, no separate Municipal Public Works Director, Municipal Street Superintendent, and/ or Municipal Parks and Recreation Director shall be appointed. If the Director of Public Works is not appointed to fill either the Municipal Street Superintendent and/ or the Municipal Parks and Recreation Director positions, as set forth herein, a separate Municipal Street Superintendent and/ or Municipal Parks and Recreation Director shall be appointed as provided by Crete City code.

3. If appointed to act as Municipal Street Superintendent, the Director of Public Works shall have general charge, direction and control over all employees, property and facilities of the streets, right-of-ways, sidewalks, culverts, bridges, storm sewers and drains,

4. If appointed to act as Municipal Parks and Recreation Director, the Director of Public Works shall have general charge, direction and control over all employees, property and facilities of the Municipal Parks and Recreation Department, and he or she shall, at the request of the Parks and Recreation Board of Commissioners make a detailed report to the Governing Body on the condition of the parks and swimming pools, and shall direct their attention to such improvements, repairs, extensions, additions. (Ord. 1385; 8/05/97)(Ord. 1481; 02/15/00)(Ord. 1673; 02/20/07)(Ord. 1761; 07/20/10)

**§1-321.01 MANAGEMENT OF RECREATION PROGRAMS.** If the Public Works Director is appointed to perform the duties of Municipal Parks and Recreation Director, a Recreation Program Coordinator, who shall work under the direct control and direction of the Public Works Director, shall be employed as a regular, at will, city employee by the

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City to coordinate and facilitate City recreation programs.  
(Ord. 1762; 07/20/10)

**§1-322 APPOINTED OFFICIALS; STREET COMMISSIONER.** The Municipal Street Commissioner shall, have general charge, direction and control of all work on the streets, sidewalks, culverts and bridges of the Municipality, subject to the Committee on Street and Grades, and shall perform such other duties as the Council may require. It shall be his responsibility to see that gutters and drains therein function properly, and that the same are kept in good repair. He shall make a detailed report to the Governing Body on the condition of the streets, sidewalks, culverts, alleys and bridges of the Municipality, and shall direct their attention to such improvements, repairs, extensions, additions, and additional employees as he may believe are needed to maintain a satisfactory street system in the Municipality along with an estimate of the cost thereof. The Street Commissioner shall have the immediate control and supervision of the Municipal Landfill, and of all dumping of garbage, refuse, waste, and rubbish thereon, subject to the direction of the Mayor. He shall have such other duties as the Governing Body may delegate to him.

**§1-322.01 STREET STATE INCENTIVE PAYMENT; COMPENSATION:** The appointed City Street Commissioner, if an employee of the City; shall receive as additional compensation equal to amount of the incentive payment paid to the City by the State of Nebraska for preparation of the Annual One (1) and Six (6) Street Plan (Plan) and Standardized System Annual Reporting (SSAR) Report. Said payment may, at the direction of the Mayor, be divided between the Street Commissioner and other City employee(s), if her/ she they prepare the SSAR report for the City. (Ord. No. 1884, 01/07/14)

**§1-323 APPOINTED OFFICIALS; PARKS AND RECREATION DIRECTOR.** The Parks and Recreation Director shall have general charge, direction and control over all employees, property and facilities of the Municipal Parks and Recreation Department, and he or she shall, at the request of the City Administrator make a detailed report to the Governing body on the condition of the parks and swimming pools, and shall direct their attention to such improvements, repairs, extensions, and additions. The Parks and Recreation Director shall have such other duties as the Mayor and Governing Body may require. (Ord. 1674, 02/20/07) (Amended

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*by Ord. 1760, 07/20/10; 1874, 10/15/13)*

**§1-324 APPOINTED OFFICIALS; CHIEF OF POLICE.** The Chief of Police shall have the immediate superintendence of the police. The Police Chief and the Police Officers shall have the power, and it shall be their duty, to arrest all offenders against the laws of Nebraska or of the City, by day or by night, in the same manner as a Sheriff or Constable, and keep them in the City Prison or other place to prevent their escape, until a trial or examination may be had before the proper officer; and they shall have the same power as a Sheriff and Constable in relation to all criminal matters arising out of a violation of a Municipal law and all process issued by the County Court in connection with a violation of a Municipal law. The Police Department shall consist of the Chief of Police and such further number of regular Police Officers as may be duly ordered by resolution of the Council. The Chief of Police shall, subject to the direction of the City Administrator and Mayor, have control and management of all matters relating to the Police Department, its officers and members, and shall have the custody and control of all property and books belonging to the Department. The Chief of Police shall have custody of all Municipal property used by the City Police; shall execute the orders of the Mayor; shall be a member of the Board of Health and the Secretary and quarantine officer thereof, shall have charge of traffic control on the City streets; shall make and file or cause to be made and filed complaints for violations of the ordinances of the City; and shall perform such other duties as are assigned to or required of him by the Mayor and Council or otherwise provided by law. The Chief may be removed from office by the Mayor, subject to the provisions of the Civil Service Commission of the City or by the Civil Service Commission. (Ref. 16-225, 16-238, 16-323, 29-401 RS Neb.) (*Ord. 1954, 10/26/15*)

**§1-325 APPOINTED OFFICIALS; COMMUNITY SERVICE OFFICER.** The Chief of Police, with the consent of the Mayor, may assign any number of non sworn employees as may be deemed appropriate and necessary to the position of Community Service Officer. Said Community Service Officer's duties will be limited to the enforcement of only those ordinances pertaining to the regulation of parking, animal regulation, nuisances and dangerous property and is authorized to issue

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tickets and citations for violation of only those specific ordinances. Community Service Officers shall also have authority to perform the duties of a traffic officer only as the same pertains to the directions and control of traffic. Community Service Officers shall be under the direction of the Chief of Police and shall not be subject to the provisions of the Civil Service Code.  
(Ord. 1537; 04/02/02)

**§1-326 APPOINTED OFFICE; FIRE CHIEF; DUTIES.** The Fire Chief shall be appointed by the Mayor, with the approval of a majority of the Council. Said official shall hold office for a period of one (1) year or until removed by the Mayor. The Fire Chief shall be appointed the first Tuesday in December of every even year. The Fire Chief shall, on the third (3rd) Tuesday of December of each year, furnish or cause the secretary to furnish the Municipal Clerk a copy of the roster of the members of the Fire Department in good standing and from month to month thereafter, the Fire Chief shall report any proposed additions or changes in the roster for proper action so that all members of the Fire Department shall be at all times covered by insurance or by such other lawful protection and benefits as may be provided under State or Municipal law. The Chief of the Fire Department shall have under his control the property, implements, and apparatus used by the Fire Department subject to the general and specific directives of the Governing Body through the City Administrator. The Fire Chief shall use all proper means for the extinguishment of fires, the protection of property, the preservation of order, the providing of rescue services, the providing of ambulance transfer services and the enforcement of all laws relating to fires and fire protection which governs the Municipality. Upon the written consent and directive of the City Administrator, the Fire Chief shall cause the repair, improvement, or maintenance of the property of the Fire Department and shall personally supervise and approve of the same. No obligation, except in an emergency or when the expenditure is of a minor nature, shall be incurred on behalf of the Fire Department by the Fire Chief unless the obligation was previously authorized in writing by the City Administrator. (Ord. 1957, 11/03/15)

**§1-327 ECONOMIC DEVELOPMENT PROGRAM DIRECTOR.** An Economic Development Program Director (Director) may be employed by

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the City as a regular, at will, city employee, to coordinate and facilitate the City's Economic Development Plan. The Director shall perform such duties as set and determined, from time to time, by the Mayor, City Council (Council), and City Administrator, of the City of Crete. Any person employed shall first be nominated by the Mayor and approved by the Council. For performing such duties as set forth herein or as may from time to time be designated, he or she shall receive such compensation, payable out of the funds to credit of the municipal activities under the Director's jurisdiction, in regular installments as the Mayor and Council shall fix by ordinance. The Director may be removed at any time by the Mayor with the approval of a majority vote of the members of the Council. (*Ord. No. 1787, 07/07/11; Amended Ord. No. 1851, 3/19/13; Ord. No. 1854, 4/2/13; 1955, 10/26/15; 1978, 7/5/2016*)

**§1-328 APPOINTED OFFICIALS; LIBRARY DIRECTOR.** The Library Director shall be under the administrative supervision and direction of the City Administrator. The Library Director shall manage the Library Department in accordance with the City's financial management processes and policies. The Library Director shall develop, plan, and administer the City Library services for the City of Crete and shall have general charge, direction and control over all employees, property and facilities of the City Library and he or she shall, at the request of the City Administrator, make a detailed report to the Governing Body on the condition of the City Library. The Library Director shall attend all of the Library Board of Advisor's (Board) meetings, but he or she shall not vote or be counted for quorum purposes. The Library Director shall advise and make recommendations to the Board on Library matters. The Library Director shall act as liaison between the Board and the City. When a vacancy for the Library Director occurs the Library Board shall aid the City Administrator in screening and selection of candidates for the position of Library Director. The City Administrator shall recommend the selected candidate to the Mayor for submission to the City Council for approval. Such candidate must be approved by a majority of the members of City Council. If City Council does not approve such candidate, the Library Board and City Administrator shall have 45 days in which to nominate a new candidate to fill the vacancy. In the event the Library Board does not nominate a new candidate with

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the forty-five day period who is approved by a majority of the members of City Council, the Mayor and City Council shall have the authority to fill the vacancy. The Library Director may be removed at any time by the City Administrator with the approval of The Mayor and a majority of the members of the City council. (*Enacted by Ord. 1994, 01/03/17*)