

ORDINANCE NO. 2014-2-11-4

AN ORDINANCE CREATING THE OFFICE OF VILLAGE ADMINISTRATOR OF THE VILLAGE OF VINTON, TEXAS PURSUANT TO SECTION 22.071 LOCAL GOVERNMENT CODE; PROVIDING FOR THE FILLING OF THAT OFFICE BY APPOINTMENT; PRESCRIBING DUTIES THEREFORE; CONTAINING A SEVERABILITY CLAUSE; CONTAINING A REPEALER CLAUSE

BE IT ORDAINED BY THE CITY COUNCIL OF THE VILLAGE OF VINTON, TEXAS:

Section 1. There is hereby created the Office of Village Administrator of the Village of Vinton, Texas.

Section 2. The Office of Village Administrator of the Village of Vinton, Texas, shall be filled by appointment of the City Council of Vinton, Texas.

Section 3. The powers and duties of the Village Administrator can be reviewed and amended following an annual evaluation. The duties of Village Administrator shall include:

- a) To devote all his/her working time and attention to the City and to be responsible to the Mayor and City Council for efficient administration of the City's affairs.
- b) To see that all provisions of Federal and State laws applicable to the City are observed and that all local laws applicable to the City are observed and that all local laws, ordinances and resolutions are enforced.
- c) To attend all meetings of the City Council with a right to take part in discussions but having no vote.
- d) To see that all contracts with the city, including public utility franchises, are faithfully kept and performed and upon knowledge of any violation thereof, to call same to the attention of the City Council.
- e) To serve as Treasurer and budget officer and keep the City Council advised of the financial condition of the City and future needs of the City.
- f) To expend the City's funds in accordance with the approved budget and Signatory & Expenditure Resolution.
- g) To serve as the Village Clerk and Records Management Officer and provide support for the Mayor and City Council as appropriate.
- h) To hire, supervise and evaluate the performance of the City personnel and implement discipline and termination procedures.
- i) To serves as the Information Officer for the City.

- j) To serve as the Grant Manager for the City.
- k) To serve as an Emergency Operations Coordinator.
- l) Performance of duties set forth in the job description for the Office of Village Administrator as approved by City Council and such other duties as may be required by the City Council, not inconsistent with the law or ordinances.

Section 4: During the temporary absence or temporary disability of the Village Administrator, the City Council shall designate a properly qualified person to perform the duties of said office.

Section 5. The City Council of Vinton, Texas, by a majority vote thereof, shall set a rate of compensation for the office of Village Administrator.

Section 6. This is adopted and the office of Village Administrator is created under and by authority of Section 22.071 Local Government Code, Vernon's Texas Codes Annotated.

Section 7. If any portion hereof shall be held to be unconstitutional or invalid, such holding shall not affect the validity of this ordinance as a whole or any part or provision thereof other than the part so decided to be invalid or unconstitutional

Section 8. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This Ordinance was adopted with all the requisites and formalities incident thereto for the enactment of Ordinances as evidenced by the signatures below.

SIGNED and ENACTED this the 11th day of February, 2014.




Madeleine Praino, Mayor

ATTEST:



Jessica Garza, City Secretary

APPROVED AS TO FORM:



Shane English, City Attorney