



Administrative Office Duties

- Managing the daily operations of the city
- Investigates citizen concerns and recommend changes to city council
- Providing constituent service to address requests made by citizens
- Preparing the annual budget, submit it to the City Council and responsible for its administration after adoption
- Ensuring the equitable, efficient, and effective enforcement of laws and policies approved by City Council throughout the city.
- Working with city council to assist with policy development
- Recommending new programs for consideration by city council
- Provides state-mandated audited annual financial reports and monthly reports on City Operations
- Develops and publishes the city budget
- Financial management services for the Utility Department
- Provides administrative support to the other departments in the process of inviting and awarding legally required bids for large purchases
- Administrative regulation of employee recruitment, development, compensation, benefits management, employee relations, and risk management
- Collecting all licenses, taxes, and state shared revenue

Call the City Administrator with any questions at 864.647.3232.