

# Responsibilities

## **City Council Administration**

Attend all city council meetings; oversee council committee meeting agendas and minute preparation; provide staff support services for the mayor and councilmembers; make recommendations to the council concerning the affairs of the city; submit to the council and make available to the public a complete report on the finances and administrative activities of the city.

## **Department Oversight**

Direct and supervise the administration of all departments, offices, and agencies of the city; see that all laws, charter provisions and acts of the city council are faithfully executed.

## **Human Resource Administration**

Appoint, hire, and when necessary for the good of service, suspend or remove all city employees and appointive administrative officers provided for by or under the city charter.

## **Purchasing Agent**

Implement City Council Purchasing Policy through the development and processing of purchase orders, sealed bids and requests for proposals. Review and approve all purchase orders for goods and services where the cost exceeds \$1,000.

## **Economic Development Activities**

Coordinate with Local, State, Regional and Federal organizations to encourage potential economic development projects to secure needed resources. Promote the Menominee area and cultivate existing businesses to grow and develop as successful employee generators. Promote intergovernmental cooperation and help potential developers through the regulatory requirements of the project.

## **Grants Administration**

Research, write, report and monitor the application and administration of grants from Federal, State or Other Organizations.

## **Financial Administration**

Direct and Supervise the financial administration of the City Budget and the financial transactions during the fiscal year. Make available to the public and City Council a complete report on the finances and administrative activities