

(Summary First Published in the Times-Sentinel
on the ____ day of April, 2017.)

THE CITY OF CHENEY, KANSAS

ORDINANCE NO. 897

AN ORDINANCE CREATING THE OFFICE OF
DIRECTOR OF ADMINISTRATION FOR THE
CITY OF CHENEY, KANSAS AND
PRESCRIBING THE DUTIES AND SALARY
THEREOF.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CHENEY, KANSAS:

Section 1. Director of Administration Created

There is hereby created for the City of Cheney, Kansas, the office of Director of Administration which shall report directly to the Governing Body of the City of Cheney, Kansas. The Director of Administration is an officer of the City of Cheney, Kansas as defined in K.S.A. 15-204. However, if the duties of said office are of a less than full time nature, the office may be filled by an existing officer or employee of the city and shall not affect the status or duties of said officer or employee in his/her other capacity.

Section 2. Director of Administration Duties

The office of Director of Administration shall have the following prescribed duties and responsibilities:

1. Direct the functions of the city clerk's department of the City of Cheney, Kansas until a new City Clerk is appointed and trained to assume the authority and duties of the City Clerk.
2. Provide necessary training for the new City Clerk.
3. Ensure compliance with all applicable governmental rules, regulations, policies and procedures, including those of the Governing Body of the City of Cheney, Kansas, when issues identified by or known to the Director of Administration arise in the city clerk's, fire and public works departments of the City of Cheney, Kansas.

4. Prepare and present to the Governing Body, in coordination and conjunction with the City Administrator, an annual budget for the City of Cheney, Kansas for adoption.
5. Recommend appropriate rules, regulations, policies and procedures for adoption by the Governing Body of the City of Cheney, Kansas.
6. Attend meetings of the Governing Body of the City of Cheney, Kansas and render such advice and recommendations as required.
7. Perform such other duties and responsibilities as may be directed and assigned by the Governing Body of the City of Cheney, Kansas.

Section 3. Director of Administration Salary

The initial annual salary for the office of Director of Administration shall be set at \$80,000.00. Should an existing officer/employee of the City of Cheney, Kansas be appointed to the office of Director of Administration, all existing longevity and benefits shall transfer. However, any ongoing salary in addition to that for the office of Director of Administration must be specifically prescribed by the Governing Body of the City of Cheney, Kansas.

Section 4. Effective Date

This Ordinance shall take effect and be in force from and after publication in the official city newspaper.

Passed by the City Council this 13th day of April, 2017.

Approved by the Mayor this 13th day of April, 2017.

SEAL




MAYOR, LINDA BALL

ATTEST:


CITY CLERK, DANIELLE YOUNG