

CHAPTER 2.12

CITY DEPARTMENTS AND OFFICIALS

SECTION:

2.12.010: City Manager Responsible for Administration, Organization

2.12.020: City Officials, Provisions For

2.12.030: Duties of Departments and Officers

2.12.040: Appointment of Officers And Employees

2.12.050: Employee Rules and Regulations

2.12.010: City Manager Responsible for Administration, Organization: The City Manager shall be responsible for organizing the administration of City government and may create various departments and specify the duties and responsibilities thereof in accord with the approved budget. (Ord. 2361 Sec. 2, (part), 1979)

2.12.020: City Officials, Provisions For: There shall be the following City officials whose duties shall be as specified herein or otherwise by law, ordinance or direction of the City Manager:

(1) A City Clerk and such deputies as may be authorized who shall keep the records of the City and keep and prepare the minutes of the council meetings;

(2) A City Attorney and such assistants as may be authorized who shall represent the City in all civil and criminal proceedings and who shall advise the City Council and the officers and employees with their official duties;

(3) A City Treasurer and such deputies as may be authorized who shall administer the financial affairs of the City, act as auditor for the City Council in accordance with RCW 35A.13.080(2) and make investments in accord with RCW 35.39;

(4) A chief of police who shall be the chief peace officer for the City;

(5) A Police Judge who shall be a district court judge of the Benton County District Court or any court commissioner or judge pro-tempore thereof;

(6) A Director of Planning who shall be the executive head of the planning agency as required by RCW 35A.63.010 and herein referred to as “planning agency” or “planning department.” (Ord. 3661 Sec. 1, 1995; Ord. 3533 Sec. 1 (part), 1994; Ord. 2361 Sec. 2 (part), 1979)

2.12.030: Duties of Departments and Officers: The City Manager shall establish the duties of the various departments, department heads and City officials not inconsistent with applicable laws and ordinances, and shall otherwise provide for the proper administration of the City government. (Ord. 2361 Sec. 2 (part), 1979)

2.12.040: Appointment of Officers And Employees: The City Manager shall appoint all department heads and officers of the City. All other employees shall be appointed by their department head, subject to confirmation by the City Manager. (Ord. 2361 Sec. 2 (part), 1979)

2.12.050: Employee Rules and Regulations: The City Manager shall, from time-to-time, issue rules and regulations covering the terms and conditions of employment and other regulations for the proper conduct of City business. Any change in the terms and conditions of

employees covered by a collective bargaining agreement shall first be approved by the City Council. (Ord. 2361 Sec. 2 (part), 1979)