

ORDINANCE NO. 122

AN ORDINANCE PROVIDING FOR THE APPOINTMENT OF A TOWN ADMINISTRATOR FOR THE TOWN OF MEXICO BEACH, SETTING FORTH THE QUALIFICATIONS, COMPENSATION, POWERS AND DUTIES OF THE TOWN ADMINISTRATOR, AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MEXICO BEACH, FLORIDA:

Section 1. Establishment

The office of Town Administrator is hereby established. The Town Administrator shall be appointed by the Town Council and shall serve at the pleasure of the Council.

Section 2. Compensation

The Town Administrator shall receive such compensation as shall be fixed by the Town Council.

Section 3. Qualifications

The Town Administrator shall be a resident of the Town of Mexico Beach or agree to move to Mexico Beach within a reasonable period. The Town Administrator shall have the education, experience and training in management and supervision as specified in the Town personnel policies.

Section 4. Bond Requirements

The Town Administrator shall be bonded by the Town Council for the faithful performance of his duties.

Section 5. Powers and Duties

The Town Administrator, subject to control by the Town Council, shall have charge of all general administration except for the Town Clerk, Police and Fire Departments, unless otherwise provided by the Town Charter:

(1) Prepare General Fund and Water Department Budgets, in conjunction with Town Clerk, to be presented to Mayor and Town Council.

(2) Responsible for scheduling and overseeing of the daily operations of the Sanitation, Water, Streets, Parks and Recreation, Building, and Canal Departments of the Town.

(3) Authority to administer personnel actions as provided in Town personnel policy directives and the Town Charter. Authority includes reviewing all applicants for employment and providing recommendations to Mayor and Town Council, and temporary hiring and suspension authority as outlined in the Town personnel policy directives. These actions may be amended or revoked by a majority vote of the Town Council where deemed appropriate.

(4) Perform the duties of Purchasing Agent of the Town of Mexico Beach with authority to sign all department purchase orders not exceeding \$500.00.

(5) Oversee and control the inventory, maintenance, repair, improvement and use of all Town property, material, equipment and supplies. No Town property, material, equipment or supplies shall be disposed of except on approval of the Town Council.

(6) Attend all meetings and workshops of the Town Council as well as the appointed committees' meetings and other agencies' meetings as directed by Mayor and/or Town Council.

(7) Perform all such duties as may be consistent with the office or as may be directed by the Town Council.

Section 6. Severability

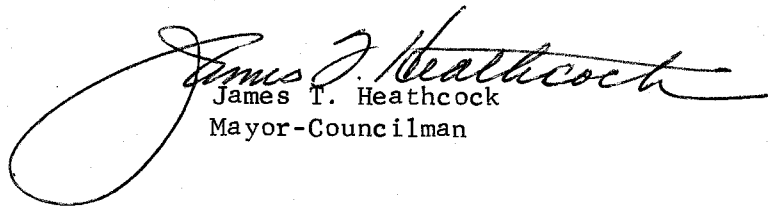
In the event that any section or provision of this ordinance or any portion thereof, any paragraph, sentence, or word be declared by a Court of Competent jurisdiction to be invalid, such a decision shall not effect the validity of the remainder hereof as a whole or part thereof other than the part declared invalid.

Section 7. Effective Date


This ordinance shall take effect as provided by law.

INTRODUCED at a regular Council meeting of the Town Council on June 8, 1982, and ADOPTED by the Town Council on July 13, 1982.

TOWN OF MEXICO BEACH, FLORIDA

  
James T. Heathcock  
Mayor-Councilman

ATTEST:

  
Patricia L. Hutchinson  
Town Clerk