

ADDITION 1B

ESTABLISHING THE OFFICE OF CLERK/TREASURER AND CITY ADMINISTRATOR

1B.01 ORDINANCE REPEALED.

That certain ordinance dated November 15, 1988 establishing the office of Clerk/Administrator is hereby repealed.

1B.03 ESTABLISHMENT OF CLERK/TREASURER.

There is hereby created within the City of Wabasha the position of Clerk/Treasurer. The duties of the Clerk/Treasurer shall be to perform administrative accounting and support work involving City Government operations, conduct City elections, act as a back-up to the City Administrator and perform such related duties as are required by the Council. The position shall be under the general and administrative direction of the City Administrator and the specific duties of the position are as defined in the job description hereinafter adopted by the Council by resolution.

1B.05 ESTABLISHMENT OF CITY ADMINISTRATOR.

There is hereby created within the City of Wabasha the position of City Administrator. The City Administrator shall be the chief executive officer of the City, performing highly responsible administrative and supervisory work, coordinating and directing City Government operations and performing related duties as required by the Council. The City Administrator shall work under the administrative oversight of the Mayor and the City Council and perform such duties as are defined in the job description as adopted by the Council.