

ORDINANCE NO. 7475-34

AN ORDINANCE CREATING THE OFFICE OF
ADMINISTRATIVE OFFICER

BE IT ORDAINED BY THE CITY COUNCIL OF URBANA, ILLINOIS, that:

Section 1. There is hereby created the office of Administrative Officer.

Section 2. The Administrative Officer shall be appointed by the Mayor and may be removed by the Mayor at any time. The Statutory provisions of Chapter 24, Section 3-11-1 are hereby made expressly not applicable to the position of Administrative Officer.

Section 3. The Administrative Officer shall receive such compensation as shall be fixed from time to time by ordinance or resolution. He shall take and subscribe to the oath required by Statute. Before entering upon the duties of his office, he shall execute a Bond payable to the City of Urbana in whatever penal sum may be directed by resolution or ordinance and conditioned upon the faithful performance of the duties of the office of Administrative Officer and the payment of all monies received by such officer according to law. The Bond shall have security thereon as determined by the Corporate Authorities.

Section 4. The duties of the Administrative Officer shall be:

A. To aid and assist the Mayor in the formulation and development of policies, programs and procedures, as established by the Mayor and the City Council and to supervise and administer the implementation of such policies, programs and procedures.

B. To provide for the development and dissemination of sufficient information relating to the business of the City.

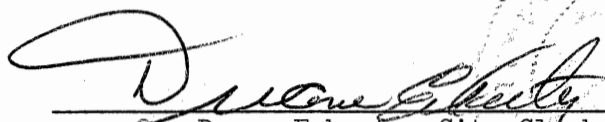
C. To direct the general operations and business of all departments and divisions of the City, and to provide for communications within the City among the various departments and divisions, and to provide for coordinated planning of the various activities and duties thereof, provided that nothing herein shall be construed to remove direction and supervision vested in the City Treasurer or City Clerk by statute or ordinance, nor shall this ordinance be construed as altering the lawful powers and duties of the Mayor.

D. To assist the Mayor in the enforcement of all laws and ordinances within the municipality.

E. To perform such other duties as may be directed by
the Mayor.

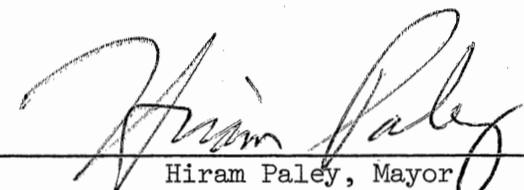
Section 5. This Ordinance is hereby passed by the affirmative
vote, the "ayes" and "nays" being called of a majority of the City Council
of the City of Urbana at a regular meeting of said Council held on the 18th
day of September, 1974.

PASSED by the City Council this 18th day of September,
1974.



Duane Eckerty, City Clerk

APPROVED by the Mayor this 19 day of September,
1974.



Hiram Paley, Mayor