

1 Sec 2-277 Department Heads

2 (a) In general. Each department shall be subject to the
3 direction and control of the department head of the department.
4 Each department head shall report to the mayor.

5 (b) Appointment. Each department head shall be appointed by
6 the mayor and confirmed by the city council. The job description
7 of each department head shall be as established by the mayor and
8 provided to the city council at committee of the whole, along with
9 a summary of qualifications, at the time of appointment and
10 proposed confirmation of both the proposed job description and
11 appointment separately by city council.

12 (c) Residency Requirement. Each department head shall either
13 be a resident of the city at the time of appointment and
14 confirmation by the city council, or within twelve (12) months of
15 the date of appointment and confirmation by city council which
16 time period may be extended upon the approval of the mayor and the
17 city council. The requirements of this paragraph shall not
18 constitute a qualification for office, but shall be a condition of
19 employment, for which the willful failure to comply shall
20 constitute sufficient cause for discipline, up to and including,
21 termination. The residency requirement set forth in this paragraph
22 shall not apply to department heads who were appointed prior to
23 September 12, 2017 (the effective date of Ordinance 017-063) or
24 were otherwise employed by the city in a capacity other than as a

1 department head prior to September 12, 2017. The residency
2 requirement set forth herein does not apply, however, to department
3 heads whose duties require professional licensure, or, in the
4 opinion of the city council at the time of appointment, require
5 specialized training or knowledge.

6 (Ord. No. 017-063, § 2, 9-12-17)