

Sec 2-277 Department Heads

- (a) In general. Each department shall be subject to the direction and control of the department head of the department. Each department head shall report to the mayor.
- (b) Appointment. Each department head shall be appointed by the mayor and confirmed by the city council. The job description of each department head shall be as established by the mayor and provided to the city council at committee of the whole, along with a summary of qualifications, at the time of appointment and proposed confirmation of both the proposed job description and appointment separately by city council.
- (c) Residency Requirement. Each department head shall either be a resident of the city at the time of appointment and confirmation by the city council, or within twelve (12) months of the date of appointment and confirmation by city council which time period may be extended upon the approval of the mayor and the city council. The requirements of this paragraph shall not constitute a qualification for office, but shall be a condition of employment, for which the willful failure to comply shall constitute sufficient cause for discipline, up to and including, termination. The residency requirement set forth in this paragraph shall not apply to department heads who were appointed prior to September 12, 2017 (the effective date of Ordinance O17-063) or were otherwise employed by the city in a capacity other than as a department head prior to September 12, 2017. The residency requirement set forth herein does not apply, however, to department heads whose duties require professional licensure, or, in the opinion of the city council at the time of appointment, require specialized training or knowledge. The professional licensure at time of hiring, must be a requirement for that position.

(Ord. No. O17-063, § 2, 9-12-17)

HISTORY

Amended by Ord. [O21-038](#) on 7/20/2021

Amended by Ord. [O23-002](#) on 1/10/2023

Amended by Ord. [O25-045](#) on 7/8/2025