

Shared Responsibilities of Mayor and City <del>Administrative Officer</del> Administrator	Mayor	400
	403	1      10/21/97      03/04/14

1.0 PURPOSE:

To describe the duties of the Mayor and City ~~Administrative Officer~~ Administrator with respect to each other and the sharing of responsibilities between these two executive positions of the City of West Allis.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City employees, departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the City of West Allis to follow this outline of duties and responsibilities of the Mayor and City ~~Administrative Officer~~ Administrator in the operation of the City.

4.0 REFERENCES:

- Section 62.09(8), Wisconsin Statutes
- Section 62.11(1), (2), Wisconsin Statutes
- Section 2.09, City of West Allis Revised Municipal Code
- Section 2.095, City of West Allis Revised Municipal Code
- Section 3.0, City of West Allis Revised Municipal Code

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Mayor of the City of West Allis and the City ~~Administrative Officer~~ Administrator of the City of West Allis shall perform the duties and responsibilities as outlined herein.

5.2 GENERAL POLICIES

The Mayor of West Allis is the chief executive officer; the City ~~Administrative Officer~~ Administrator is the chief administrative official. As such, the Mayor and City ~~Administrative Officer~~ Administrator shall have the duties and responsibilities as stated below.

5.3 Nothing in this policy is meant to controvert matters, responsibilities, and powers reserved to the Common Council and its members.