

CHAPTER 242
Office Administrator

EDITOR'S NOTE: This chapter was previously titled "Controller." The title of the position of the Controller, and thus of this chapter, was changed to the Office Administrator by Motion of Council on October 9, 1995.

Resolution 98-95, passed August 10, 1998, adopted an Investment Policy for the Village, pursuant to Act 196 of the Public Acts of 1997, being M.C.L.A. 129.91 et seq. Resolution 98-134, passed December 14, 1998, adopted a revised investment policy for the Village.

Resolution 98-122, passed November 9, 1998, adopted a policy for the use of Village-issued credit cards by Village officers and employees, pursuant to Act 266 of the Public Acts of 1995.

Copies of such resolutions and of such policies may be obtained, at cost, from the Village Clerk.

242.01	Establishment of position.	242.04	Merger with other offices.
242.02	Duties.	242.05	Elected officials
242.03	Compensation.		prohibited from serving.

CROSS REFERENCES

- Finance generally - see Mich. Const. Art. 9, Secs. 1 et seq.
- Deposit of public funds - see M.C.L.A. Secs. 129.11 et seq.
- Municipal bonds - see M.C.L.A. Secs. 132.2, 133.6, 135.7
- Municipal Finance Act - see M.C.L.A. Secs. 133.5, 133.6
- Public money - see M.C.L.A. Secs. 750.489 et seq.
- Reduction of spending in fiscal year budgets - see ADM. 232.06

242.01 ESTABLISHMENT OF POSITION.

Pursuant to Section 4.7 of the Village Charter, there is hereby established in and for the Village the position of Office Administrator.

242.02 DUTIES.

The Office Administrator shall:

- (a) Be responsible for maintaining the system of accounts of the Village, which system shall conform to any uniform system required by law and to generally accepted principles and procedures of governmental accounting, he or she shall make financial statements to Council at least monthly, or at such earlier periods as may be required by Council.
- (b) Generally conduct the business of the Village in an orderly manner;
- (c) Assign responsibility or duties of other Village officers and employees which are not specifically provided for by the Charter or by ordinance, subject to the approval of Council; and
- (d) Perform any and all such other duties and responsibilities as may be prescribed by Council from time to time, so long as such assignment of duties and responsibilities is not in conflict with State statute, the Charter or any Village ordinance.

242.03 COMPENSATION.

The compensation of the Office Administrator shall be in an amount and fashion as shall be determined by Council from time to time, shall be set prior to the commencement of the fiscal year and shall be specifically budgeted.

242.04 MERGER WITH OTHER OFFICES.

The position of Office Administrator may be merged with another appointive office of the Village if such merger is not specifically prohibited by State statute, the Charter or any Village ordinance.

242.05 ELECTED OFFICIALS PROHIBITED FROM SERVING.

No elected official of the Village shall serve as Office Administrator during such official's term of office.