

**MILLVILLE CITY CODE
TITLE 2 - ADMINISTRATION AND PERSONNEL
CHAPTER 2.08 - MAYOR**

[2.08.010: CHIEF EXECUTIVE](#)

[2.08.020: SUPERVISION](#)

2.08.010: CHIEF EXECUTIVE

The mayor shall be the chief executive and administrator of this municipality and shall:

- A. Appoint, with the concurrence of the governing body, all officers of the municipality;
- B. Supervise all appointed officials and employees;
- C. Recommend to the governing body any change in position of any person requiring the concurrence or action of the governing body;
- D. Inspect all books and records pertaining to municipal affairs kept by any officer, employee, former officer or employee of the municipality at any reasonable time;
- E. Whenever there is a dispute as to the respective duties or powers of any appointed officer of the municipality the dispute shall be settled by the mayor who may confer with the attorney; and the mayor shall have the power to delegate to any appointed officer any duty which is to be performed when no specific officer has been directed to perform that duty, subject to the consent of the governing body at its next regular meeting;
- F. Temporarily designate himself or herself or any other person to perform the duties of any office or position of the municipality which is vacant or which is not properly administered due to the absence or disability of the person appointed to that office or position;
- G. Prepare and present to the governing body such reports as are required by law and such other reports as are requested by the governing body;
- H. Perform such other duties as may be required by statute or ordinance. (Prior code § 3-511)

2.08.020: SUPERVISION

The mayor shall supervise the official conduct of all officers of the municipality and investigate or cause to be investigated and present any complaint to the governing body together with the results of the investigation at the next regular meeting of the governing body after the complaint is received by him or her.(Prior code § 3-623)