



Policy: **Officer and Employees**
Adopted: M2007-0143
Effective: 10/1/2007
Revised:

Purpose	To comply with Northfield Minnesota City Code and Northfield City Charter.
Policy	The Chief Operating Officer and city employees will make the active law of the City readily accessible to all citizens and will be responsible for the day-to-day administration of City affairs and the delivery of services.
Chief Operating Officer	<p>The Chief Operating Officer for the City of Northfield is the City Administrator. The City Administrator is responsible to, and the main staff contact with, the Northfield City Council, which sets policy for the City.</p> <p>The City Administrator operates under rules established by the Northfield City Charter, the Northfield City Code, and direction given by the Northfield City Council.</p> <p>The City Administrator is responsible for all the day-to-day activities of City government and all employees of the City.</p> <p>The City Administrator may appoint and remove, subject to the approval of a majority of the members of the Council, all department directors. Department directors are those employees that report directly to the City Administrator.</p> <p>The City Administrator may appoint and remove all other employees.</p> <p>The City Administrator may delegate responsibilities and establish rules of operation not otherwise covered by the City Charter, City Code (ordinances) or Council direction.</p>
Employees	An employee of the City of Northfield is hired for a wage or fixed payment in exchange for personal services and does not provide the services as part of an independent business.
Duties and Responsibilities	Paper copies of job descriptions can be obtained from the Human Resources office.