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**Date:** 06/30/2016    **Updated:** 06/30/2022    **Date To Be Reviewed:** Three Years – 06/30/2025

## Title of Document: 4.4.1 LOPR\_Leadership Succession Procedure

The City Charter defines the powers of the City Chief Administrator and what the procedures are in the event of losing the Chief Administrator.

Chapter V POWERS AND DUTIES OF OFFICERS, Section 20. City Manager.

D. In case of the Manager's unauthorized absence from the City, disability to act as Manager, discharge by the Council, or resignation, the Mayor, with advice and consent of the Councilors, shall appoint a City Manager Pro Tem, who shall possess the powers and duties of the City Manager. No City Manager Pro Tem, however, may appoint or remove a City employee except with the approval of a majority of the entire Council. No City Manager Pro Tem may hold his or her position as such for more than six months, and no appointment of a City Manager Pro Tem may be renewed.

When the City Manager is out or unavailable and assigns the Assistant City Manager as acting City Manager, City Council is informed by email. For example:

“As a reminder, I'm out with my family next week for spring break. Megan Phelan will be CM Pro-Tem. Please let her know if you have any questions.”

The Parks & Recreation Director Job Description defines the authority, duties, qualifications, skills and abilities of the Department Chief Administrator.

When the Director is out ill, on vacation, or away on business, one of the Deputy Directors is placed in charge for the duration of the Director's absence. Notification to department and City staff is done via email.

### **Links to Sources**

[Chapter V POWERS AND DUTIES OF OFFICERS, Section 20. City Manager.](#)

**Responsibility/Contacts:** Director, Deputy Directors, Administrative Assistants