

127.02 DUTIES OF DIRECTOR.

The Director of Law shall be the head of the Department of Law and shall perform all duties as set forth in Article [V](#), Section [2](#), of the City Charter, plus the following duties:

- (a) Attendance at all regular and special Council meetings;
- (b) Answering all questions orally or in writing inquired of him by the Mayor, members of Council or other City officials;
- (c) Prepare ordinances, resolutions and amendments thereto upon request by Council;
- (d) Attend meetings of any committee, board or commission of the City when so requested;
- (e) Draft and prepare contracts or agreements in which the City or any of its departments may be a party;
- (f) Assist the City in preparing legislation in obtaining Federal or State assistance for any proposed public project;
- (g) Draft and prepare any amendments or changes for the City Charter; and
- (h) Attend as representative of the City any meeting held by legislative or administrative officials of other municipalities when so requested by the Mayor or Council. (Ord. 72-69. Passed 8-26-69.)

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