

Executive Director of Riga City

Published: 02.06.2020.

Updated: 08.07.2020.

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- ensures and supervises observance of the Republic of Latvia laws and the implementation of the City Council's decisions, orders of the Mayor of Riga and the Executive Director of Riga City in the structural units of the Riga City Council and in the executive boards of the Riga City districts and suburbs subordinated to the Executive Director of Riga City, organises implementation of binding regulations and other regulatory acts issued by the Council;
- manages the work of the executive boards of the Riga City districts and suburbs and of the municipal enterprises subordinated to them in accordance with the municipal administration structure, ensures continuity in the work of municipal institutions and enterprises in that case if a new city council has been convoked;
- issues orders to the executive directors of the Riga City districts and suburbs, to the Head of the RCC Maintenance Directorate, as well as to the heads of other municipal institutions and enterprises;
- prepares recommendations to the Council regarding the revocation of unlawful and ineffective decisions taken by relevant municipal institutions and offices, prepares recommendations to the Council regarding the revocation of unlawful and ineffective orders given by officials of the RCC Business and Tourism Coordination Centre, executive boards of the Riga City districts and suburbs, executive bodies subordinated to the executive boards and enterprises under their supervision;
- recommends to the Council the appointment to office or removal from office of the executive directors of the Riga City districts and suburbs and, following the recommendations of the executive director of the relevant Riga City district or suburb, also the appointment or dismissal of the heads of executive bodies subordinated to the executive boards and enterprises under their supervision, as well as the head of the RCC Maintenance Directorate; hires and dismisses employees of the Riga City Council staff;
- following the Council's decision, manages the property and funds of the municipality, concludes economic transactions with legal and natural persons;
- organises the formulation of proposals for the draft budgets of the executive boards of the Riga City districts and suburbs and of the RCC Maintenance Directorate, and submits the above proposals to the Mayor of Riga;
- collaborates with the Council's standing committees, with the institutions and enterprises under their supervision, as well as with the Riga City Election Commission;
- performs other duties provided for in the Council's decisions;
- uses the seal with the small coat of arms of the Riga City.

Deputy of Executive Director of Riga City

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