

Chapter 2.05

TOWN MANAGER

Sections:

2.05.010 Office of Town Manager

2.05.020 Responsibilities of Town Manager

2.05.010 Office of Town Manager. The office of Town Manager shall be filled by appointment of the Town Council and shall be held by the appointment at the pleasure of the Town Council. (Ord. 598, 2007).

2.04.020 Responsibilities of Town Manager. The Town Manager shall be the chief administrative officer of the town. The Town Manager may head one or more departments and shall be responsible to the Council for the proper administration of all affairs of the town. To that end, the Town Manager shall have the power and responsibility to:

(a) Appoint, remove, promote and demote staff. The Town Manager shall have the authority to appoint and promote town staff. The Town Manager may, when necessary, demote, suspend, or remove any department head subject to the approval of a majority of the Council. The Town Manager shall have no jurisdiction over the appointment or removal of the Town Treasurer or Town Attorney;

(b) Establish administrative policies. As the chief administrative officer of the town, the Town Manager shall have the authority to establish administrative policies and to authorize department heads to adopt procedures for efficient, effective and economical conduct of town business;

(c) Control of officers, employees, and/or organization. The Town Manager shall control, order, and give directions to all department heads and to subordinate employees of the town through their department heads. The Town Manager shall conduct studies and effect such administrative reorganizations of departments and operational units as are in the interest of efficient, effective, and economical conduct of the town's business. The Town Manager shall oversee the hiring of outside consultants and the conduct of their work for the town;

(d) Department cooperation. It shall be the duty of all employees to assist the Town Manager in administering the affairs of the town efficiently, economically, and harmoniously, consistent with their duties as prescribed by the laws of the Town;

(e) Enforce laws. The Town Manager shall ensure that all laws of the Town are duly enforced and all franchises, contracts, permits, and privileges granted by the town are faithfully observed;

(f) Represent the town. The Town Manager shall represent the town in its negotiations and working relationships with the state, the county, and other governmental jurisdictions;

(g) Perform financial duties. The Town Manager shall serve as town finance director and manage town finances. The Town Manager shall prepare and submit to the Council the proposed

annual budget and keep the Council aware of financial conditions and needs of the town. The Town Manager shall oversee preparation of the monthly financials and ensure that the demands are reviewed and met; oversee the investment of Town reserves consistent with the town's adopted investment policy, and have a properly qualified certified public accountant perform all necessary financial review overview required by law for the town audit. The Town Manager shall serve as Risk Manager and ensure that the Town's liability and financial exposure is minimized through proper insurance coverage and risk management practices;

(h) Attend Council meetings. The Town Manager shall attend all meetings of the Council unless excused by the Council;

(i) Make Council recommendations. The Town Manager shall recommend to the Council the adoption of such measures, including ordinances and resolutions, as the Town Manager may deem necessary or expedient for the health, safety, and/or welfare of the town or for the improvement of administrative services;

(j) Prepare Council agendas. The Town Manager in consultation with the Mayor, shall prepare, or direct the preparation of Council agendas. The Town Manager shall ensure that all matters for Council consideration are well-researched and well-documented, that financial implications are considered when relevant, that indirect as well as direct consequences considered and alternatives provided;

(k) Prepare ordinances and resolutions, draft and sign agreements, leases, franchises, and similar documents. The Town Manager shall, in consultation with the Town Attorney as necessary, prepare or have prepared, ordinances and resolutions, and draft and sign agreements, contracts, leases, franchises, and all similar documents, using specialists as may be necessary, assuring such instruments are set forth in plain language;

(l) Purchase supplies. To direct and oversee the purchase and acquisition of all property, equipment, services, materials, and supplies for the town and for all departments and divisions thereof, provided the purchase or acquisition has been approved by the Council or is included in a budget which has been approved and adopted by the Council. No expenditure shall be submitted or recommended to the Council except on report or approval of the Town Manager;

(m) Investigate town affairs and complaints. The Town Manager shall investigate the affairs of the Town and of any department. The Town Manager shall investigate all complaints in regard to matters concerning the administration of the government of the Town and in regard to service maintained by the public utilities in the Town to see that all franchises, permits, and privileges granted by the town are faithfully observed;

(n) Supervise public property. The Town Manager shall exercise general supervision over all public buildings, public parks and all public property under the control and jurisdiction of the Council;

(o) Hours of employment. The Town Manager shall devote his or her working time to the duties of the office and shall be granted executive compensation and benefits as detailed in an employment contract as approved by the Town Council;

(p) Performance of delegated duties. The Town Manager shall perform such other duties and exercise such other powers as may be delegated to the Town Manager from time to time by ordinance, resolution, motion, or other action by the Council;

(q) Attendance at commission and board meetings. The Town Manager shall attend meetings of any commission or board created by the Council upon his own volition or as directed by the Council. The Town Manager shall be heard on all matters he wishes to present to such commissions and boards; and

(r) Labor relations. The Town Manager shall act as Personnel Director, Affirmative Action Officer and Labor Relations Director, including negotiating collective bargaining agreements, subject to Council ratification and shall recommend salary and benefits for non-represented employees. (Ord. 598, 2007).