

**Position established; responsible to Town Board; duties.**

There shall be established the position of Town Manager for the Town of Clayton, who shall be directly responsible to the Town Board coordinating with the Supervisor. The Town Manager shall perform such delegated duties as may be assigned by the Town Board. By resolution, the Town Board may assign, modify or revoke certain administrative duties of the Town Manager. The Town Manager shall attend all meetings of the Town Board and shall report to the Town Board as requested by the Town Board.

**Qualifications.**

At the time of appointment, the Town Manager shall possess a college degree and at least five years of experience in the area of public administration and local government, or such combination thereof, as may be deemed appropriate by the Town Board. The Town Manager appointment shall be based upon the qualifications presented, and such other qualifications or skills required for the responsibilities of the position. By resolution and for appropriate reasons, the Town Board may waive these qualifications.

**Appointment.**

The Town Manager shall be appointed by the Town Board and shall serve at the pleasure of the Town Board.

**Powers and duties.**

Without divesting the Supervisor of his/her inherent administrative and statutory functions or the Town Board of its inherent legislative and statutory functions, as may be provided by law, and without curtailing, transferring or diminishing the powers of any elected official of the Town of Clayton, the Town Manager shall be responsible for the day-to-day administration of Town government. Among the powers and duties that may be conferred upon the Town Manager are:

Subject to the approval, direction and control of the Town Supervisor, the Town Manager shall:

- A. Serve in a confidential and policy advisory position to the Town Board in connection with all town business and affairs and developing administrative and procedural recommendations for consideration of the Town Board.
- B. Supervise and coordinate the activities and functions of the Town, its departments, and its volunteer boards to maximize economy, efficiency, and effectiveness and from time to time recommend to the Town Board any measure or program to further that goal.
- C. Conduct a continuing study of all functions and activities of the Town for the purpose of devising ways and means of obtaining greater efficiency and economy.
- D. Make recommendations to develop and maintain sound organization structures, to improve management methods and procedures and to the effective use of manpower, money and materials.
- E. Oversee and manage the work of the Town's department heads and coordinate the work of all Town employees. Provides both clear and supportive leadership to staff and Town

employees, delegating where appropriate, yet remaining fully knowledgeable of municipal programs, activities, and major daily operations in order to be a spokesperson for, and to, elected officials and community members. And shall monitor and evaluate the overall performance of all municipal departments.

- F. Oversee and implement the Town's personnel policies in a fair and equitable fashion in accordance with applicable law and regulation. Provides oversight of personnel functions, collective bargaining, classification and compensation plans and benefits. Shall act as the Town's chief negotiator in regards to the Town's collective bargaining obligations. He/She will provide the Town Board with status reports and seek their guidance and make recommendations to the Town Board.
- G. Attend all Town Board meetings and participate in the Board's discussions and deliberations, but without any right to vote on any issue. Report to and advise the Town Board on matters on the Town Board's agenda or as otherwise requested by the Town Board or deemed important by the Town Manager. Prepare resolutions as needed.
- H. Serve as the liaison to the Town's financial advisors. Shall prepare, modify and or amend the Town's fiscal policies manual and shall report to the Town Board on any issues or deficiencies that may need to be addressed to insure financial integrity of the Town's finances.
- I. See that the Town Supervisor and the Town Board are kept fully advised of the financial condition of the Town. Report the financial condition, revenues, and expenses of the Town to the Town Board at least quarterly and also as may be otherwise requested by the Supervisor or the Town Board. He/She shall have prepared multi-year forecasts on revenues and expenditures for use in analyzing financial impacts in collective bargaining issues, insurance costs, and other long-term costs. He/She shall recommend to the Board, for their approval, debt management and capital planning policies. He/She shall further recommend policies and long-range goals to improve the efficiency and effectiveness of Town Government. Shall make arrangements for and facilitate the performance of the annual audit required by statute.
- J. Act as the Town's insurance coordinator. He/She shall be responsible for ensuring that all pertinent policies are in effect, see that adequate insurance coverage is provided, ensure that claims are properly processed, conduct cost benefit analyses on existing policies and/or proposed changes. He/She shall render an annual report to the Board on all claims and losses.
- K. Be responsible for the negotiation of all contracts which the Board are authorized by law to enter into. Such proposed contracts shall be subject to final approval and execution by the Board, unless the Board votes specifically to authorize the Town Manager to execute the contracts on behalf of the Board. He/She shall monitor town contracts to see that they are properly managed, terms of the contract are being met, and the expenses charged are in compliance with the contract.
- L. Serve as the Chief Procurement Officer. Review and make recommendations to the Town Board concerning all purchases to be made prior to Town Board approval and assist appropriate town officials in the preparation of bid forms and in the purchase of all services, materials, supplies, equipment and letting of contracts as directed by the Town Board.
- M. Audit all vouchers, invoices, bills, claims and demands for payment from Town funds or payment for which the Town is responsible and determining the correctness of the same,

other than claims arising out of litigation and oversee preparation of abstract for Town Board approval.

- N. Assist the Town Supervisor in preparation of the Supervisor's Report and other necessary financial documents and reports.
- O. At the pleasure of the Town Supervisor, prepare and submit the Town's tentative budget to the Supervisor, as well as long-range fiscal plans. The Manager shall administer the approved budget, closely monitoring municipal expenditures, and prepare timely budgetary amendments when necessary.
- P. Be responsible for the use and maintenance of all town facilities and equipment under the jurisdiction of the Board and for maintaining an accountability of general fixed assets
- Q. At the discretion of the Town Board, the Town Manager shall serve as the project manager for all Town projects, grant programs, infrastructure upgrades, repairs and maintenance; and shall coordinate the work of all related consultants, engineers, contractors and agents thereof; and shall have the power to assign and delegate such duties to other staff as needed.
- R. Shall meet with the Supervisor and Board Members to review and discuss projects, programs and related matters affecting the Town. Make continuing review and reports to the Town Board of all existing and proposed capital projects.
- S. Consult with and assist the Town Attorney and Town Engineer in the preparation of any resolutions, ordinances or local laws requiring their services.
- T. Act as the grant coordinator of the Town. He/She shall collect and distribute information on grants, establish uniform procedures for grant applications, prepare or assist in developing grant proposals and shall monitor all town grants to ensure fiscal and program compliance.
- U. Perform public relations functions for the Board by presenting the Town's position on issues, responding to citizen complaints, preparing press releases, and representing the Board at conferences, hearings, and meetings with county, State and Federal agencies. He/She may serve as the Board's liaison to business, industrial and community groups. Coordinate communications from the Town to the public, including preparation of a Town-wide newsletter, updating the Town's web site, and the issuance of media/press statements and written communications to the public. Attends, speaks and makes presentations at local community and neighborhood group meetings as requested. Shall oversee the administration of the Town's website and other social media outlets.
- V. Develop liaison and cooperative arrangements with other governmental bodies, with regional organizations, with local institutions and with private organizations; attend all meetings of the Town Zoning Board of Appeals and such Town Planning Board meetings as he/she may choose or as requested by the Town Board; and report pertinent matters to the Town Board.
- W. Have such other powers and duties, not inconsistent with law, as from time to time may be provided by resolution of the Town Board.

**Divestiture of inherent powers prohibited.**

Nothing contained herein shall permit or authorize the divestiture from any elected official of the Town of Clayton or the Town Board of any of their functions, powers and/or duties.