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#### **4.04. Powers and duties of the town manager.**

The town manager shall:

- (a) Appoint, and when the town manager deems it necessary for the good of the town, suspend or remove all town employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter. The town manager may authorize any administrative officer who is subject to the town manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.
- (b) Direct and supervise the administration of all departments, offices and agencies of the town, except as otherwise provided by this Charter or by law.
- (c) Attend all commission meetings and shall have the right to take part in discussion but may not vote.
- (d) See that all laws, provisions of this Charter and acts of the commission, subject to enforcement by the town manager or by officers subject to the town manager's direction and supervision, are faithfully executed.
- (e) Prepare and submit the annual budget, budget message and capital program to the commission in a form provided by ordinance.
- (f) Submit to the commission and make available to the public a complete report on the finances and administrative activities of the town as of the end of each fiscal year.
- (g) Make such other reports as the commission may require concerning the operations of town departments, offices and agencies subject to the town manager's direction and supervision.
- (h) Keep the commission fully advised as to the financial condition and future needs of the town and make such recommendations to the commission concerning the affairs of the town as the town manager deems desirable.
- (i) Perform such other duties as are specified in this Charter or may be required by the commission.
- (j) The manager, or the manager's designee shall sign all checks drawn on town accounts as such signature authority is authorized by resolution of the town commission; without such signature, no town checks shall be valid. This is subject to the countersignature of the mayor.

(Ord. No. 05-16, § 1, 2-22-05/4-5-05; Ord. No. 05-30, § 1, 2-22-05/4-5-05; Ord. No. 12-12, § 1, 2-14-12)