

## **Section 18. Town Manager**

**(a)**

The Town Council of the Town of Milton shall hire a Town Manager (who shall also or alternatively hold the title of Town Administrator) who shall have such duties as described by the Town Charter. Further, the Town Council may contract with the Town Manager for a fixed term contract they shall find appropriate, which may be renewed by simple majority vote of the Town Council.

**(b)**

The Town Council of the Town of Milton shall impose qualifications for the Town Manager as may be deemed necessary; however, no person holding the office of Mayor or Town Council member shall hold the position of Town Manager during his/her term of office.

**(c)**

The Town Manager shall hold office for the fixed period of time stated in his/her contract, if one exists as approved by a simple majority vote of the Mayor and Town Council. If no contract exists the Town Manager shall be considered an "at will employee" and serve at the discretion of the Mayor and Town Council.

**(d)**

In the case of absence or disability of the Town Manager, the Town Council may designate a qualified person who may be awarded a short term contract to perform the duties of such office during his or her absence or disability.

**(e)**

The compensation which the Town Manager shall receive for the performance of his or her duties shall be determined by the terms of his/her contract or shall be fixed by the Town Council of the Town of Milton as approved by a simple majority vote of the Mayor and Town Council.

**(f)**

The Town Manager shall be responsible to the Mayor and Town Council of the Town of Milton for the proper administration of the affairs of the Town placed in his/her charge. It is the intention of this Charter that, in the performance of his/her duties, and in the exercise of his/her powers, the Town Manager shall not be influenced by any matters whatsoever of a political or fractional nature. It is the intention of this Charter that the Town Manager shall be guided solely by the best and most appropriate interests of the Town and its taxpayers, and to achieve efficiencies in the administration of the affairs of the Town placed in his/her charge. Except for purpose of inquiry, the Town Council shall deal with that portion of the administrative service for which the Town Manager is responsible, solely through the Town Manager.

**(g)**

It shall be the duty of the Town Manager to supervise the administration of the affairs of the Town under his/her charge and to make such reports to the Town Council as are required by the Town Council. He/she shall make such recommendations to the Town Council concerning the affairs of the Town as may seem to him/her desirable. He/she shall keep the Treasurer and the Town Council advised of the financial condition and future needs of the Town. He/she shall render to the Town Council, at the regular monthly meeting of each and every month a true, accurate and detailed account of all the monies collected or received by him/her or his/her staff

in the performance of their duties and shall provide this report to the Treasurer of the Town Council.

(h)

The Town Manager shall have all of the authority and responsibility enumerated in this Charter.

(i)

In addition, the Town Manager's responsibilities shall include:

(1)

Maintaining the administrative organization of the Town to ensure efficiency of operation;

(2)

Overseeing the accounting of all monies of the Town;

(3)

Making monthly reports to the Mayor and Town Council pertaining to financial status of the Town;

(4)

Annually preparing a proposed budget and work program for the Town;

(5)

Preparing an annual report of the previous years activities for presentation to the Mayor and Council and the citizens of Milton;

(6)

Appointing with advice and consent of the Mayor and Council, all department heads of the municipal staff and supervising their performance on a day to day basis;

(7)

Acting as personnel officer for the Town, including hiring, evaluating, promoting, and disciplining employees and establishing procedures for others to follow in such matters;

(8)

Recommending an annual salary schedule for the Town's employees for Mayor and Council consideration;

(9)

Identifying services and policy needs of the Town and bringing them to the attention of the Mayor and Council with recommendations for action in writing;

(10)

Maintaining a sound public information process in the Town with its citizens and the press, and other federal, state, and local governments;

(11)

Coordinating departmental activities and setting obtainable goals for all municipal departments;

(12)

Acting as purchasing agents for all municipal departments and overseeing the bid process on major purchases, adhering to all rules for contracting and purchasing as set forth in this Charter;

(13)

Maintaining contact with the public, and considering suggestions, complaints, and information requests;

(14)

Carrying out the directives of the Mayor and Council;

(15)

Attending all meetings of the Mayor and Council, preparing their agendas, providing supporting documents, and information pertinent to the agenda items;

(16)

Attending various meetings on behalf of the Town;

(17)

Preparing federal, and state, and private sector grant requests and administering grant proposals, enforcing municipal and state codes, interacting with numerous municipal Boards, Commissions and Committees as needed; and

(18)

Performing related work as required.

## **Section 19. Town Clerk**

(a)

The Town Manager of The Town of Milton shall hire a Town Clerk who shall have such duties as shall be prescribed by the Town Manager. Further, the Town Council may contract with the Town Clerk for a fixed term contract they shall find appropriate, which may be renewed by simple majority vote of the Town Council.

(b)

The Town Council of The Town of Milton shall impose such qualifications for Town Clerk as may be deemed necessary; however no person holding the office of Mayor or Town Council member shall be chosen to be the Town Clerk during his/her term of office as Mayor or Council member.

(c)

In case of the absence or disability of the Town Clerk, the Town Manager may designate some qualified person who may not be an elected official of the Town of Milton.

(d)

The compensation which The Town Clerk shall receive for the performance of his/her duties shall be fixed by the Town Manager of the Town of Milton in consultation with the Town Council.

(e)

The Town Clerk shall be responsible to the Town Manager for the proper administration of the affairs of the Town placed in his/her charge by the Town Manager.

(f)

It is the intention of this Charter that, in the performance of his/her duties, and in the exercise of his/her powers, the Town Clerk shall not be influenced by any matters whatsoever of a political or fractional nature. It is the intention of this Charter that the Town Clerk shall be guided solely by the matters and requirements of the Town Manager, in service to the town taxpayers and to achieve efficiency in the administration of the affairs of the Town placed in his/her charge. Except for purpose of inquiry, the Town Council shall deal with that portion of the administrative service for which the Town Clerk is responsible through the Town Manager.

(g)

It shall be the duty of the Town Clerk to supervise the administration of the affairs of the Town under his/her charge and to prepare such reports to the Town Council as are required by the Town Council and/or Town Manager. He/she shall make such recommendations to the Town Manager concerning the affairs of the Town as may seem to him/her desirable. He/she shall keep the Town Manager advised of these matters, and of the financial condition and future needs of the Town.

(h)

The Town Clerk and such other officers of the Town, as may be designated by vote of the Town Council, shall be entitled to seats in the meetings of the Town Council, but shall not vote therein.