

# Duties

## **Secretary to the Municipal Corporation**

- Custodian of the municipal seal
- Maintain custody of all minute books, deeds, bonds, contracts and archival records of the municipal corporation.
- Attest to the signatures of municipal officers and officials
- Maintain receipt of service of legal documents.
- Certify to the municipality's bond counsel as to the proper advertising, filing of the supplemental debt statement and that no protests have been filed with the municipality as to the adoption of bond ordinances.

## **Secretary to the Governing Body**

- Prepare meeting agendas.
- Keep an official record of every meeting and maintain original minute books.
- Prepare resolutions.
- Prepare ordinances.
- Process, record, file and, when necessary, advertise ordinances, resolutions and the municipal budget.
- Administer and record oaths of office.
- Act as liaison to the public and correspondent on behalf of the Governing Body.

## **Chief Administrative Officer of all elections**

- Verify vacancies.
- Maintain receipt of nominating petitions and certification to the County Clerk of local candidates nominated by petition.
- Exercise quasi-judicial authority in determining the validity of petitions.
- Conduct the drawing for positions of candidates on the local ballot.
- Suggest polling places.
- Maintain receipt of election results.
- Certify to the County Clerk persons elected to county committee offices in each election district.
- Act as chief registrar of voters in the municipality.

## **Chief Licensing Official**

- Issue and maintain records for all dog and cat licenses.
- Issue and maintain records for all business, merchant and peddlers licenses.
- Issue and maintain records for all alcoholic beverage licenses.
- Issue and maintain records for all road opening permits.
- Issue and maintain records for all raffle licenses.

### **Municipal Registrar of Vital Statistics**

- Receive birth certificates.
- Receive death certificates.
- Issue burial permits.
- Issue certified copies of birth, marriage, death and civil union certificates.
- Administer the oath for marriage license.
- Issue marriage and civil union licenses.
- Coordinate marriage ceremonies when necessary.
- Maintain records of official certified paper.
- Appoint Deputy Registrar and Sub-registrar and provide for the training of same.

### **Custodian of all Municipal Records**

- Provide that all records that are required by law to be made, maintained or kept on file by any board, body, agency, department, commission or official or of any political subdivision thereof shall be readily accessible for examination by the citizens and regulate said access.
- Appoint deputy custodians where necessary to facilitate records requests and provide for training of same.
- Provide that all records serve the purpose for which they were created as efficiently and economically as possible and to provide for proper disposition after they have served their purposes.

### **Administrator**

- Serve as the principal administrative officer representing the Town Council.
- Upon consultation with the Chief Financial Officer, keep the Town Council informed of the financial condition of the Town and make such reports thereon as required.
- Study the administrative and other operations of the Town and make recommendations for plans and programs to meet the needs of the Town.
- Supervise the business administration of all departments and offices, subject to supervision and direction of the respective council liaisons.
- Maintain close liaison with department heads and advise the governing body of operations and projects in progress.

- Establish and maintain sound personnel practices and maintain appropriate records of all employees.
- Maintain a continuing review of all department and office operations and, with the assistance of the Chief Financial Officer, their expenditures and report thereon to the governing body.
- Maintain the Personnel Policies and Procedures Manual in accordance with Federal, State and insurance regulations and recommend to Town Council any additions or deletions required thereto.
- Implement the policy of the Town Council with respect to the compiling and release of public information.
- Coordinate interdepartmental operations and manage the daily operations of the Town Municipal Building by coordinating and supervising the municipal staff on duty.
- Receive from each department, office, board or commission its annual requests for appropriations and prepare in conjunction with the Chief Financial Officer the tentative budget, transmitting the appropriation request and tentative budget with recommendations and comments to the Town Council.
- Consult with the Town Council, Chief Financial Officer and Municipal Auditor with respect to the tentative budget, recording changes, additions and deletions thereto and submit, subject to approval by Council, the tentative budget in the form required by law.
- Prepare for and conduct with Mayor and department liaisons interviews for positions to be filled and advise Council on conduct and results of same.
- Perform any other powers and duties as may from time to time be assigned by the Town Council.

## **Miscellaneous**

- Maintain all motor vehicle records.
- 911 Coordinator.
- Municipal Housing Liaison.
- Deputy Insurance Fund Commissioner.
- Maintain all insurance records and consult with insurance risk manager whenever necessary.
- File all liability claims with the insurance company, consulting with attorneys on same and maintaining records for same.
- Right to Know compliance.
- Contract compliance.
- Website compliance and updates.
- Worker's compensation claims coordinator.
- FEMA coordinator.