

Powers and Duties.

The Town Manager of the Town of Wawarsing, New York, shall be the chief administrative officer of the town and shall have the following powers and duties:

- A. Serve in a confidential and policy advisory position to the town Board in connection all town business and affairs.
- B. Oversee and implement the Town's personnel policies in a fair and equitable fashion in accordance with applicable law and regulations.
- C. Research and provide to the Town Board such materials and information, including reports, as may be necessary to provide the Board with information upon which it can make decisions.
- D. Assist in the preparation of the agenda for the Town Board meetings.
- E. Attend and report at all regular and special Board meetings and participate in the same.
- F. Conduct a continuing study of all functions and activities of the Town for the purpose of devising ways and means of obtaining greater efficiency or economy of the Town government.
- G. Consult with and assist the Town Attorney and Town Engineers in the preparation of any resolutions, ordinances or local laws requiring their services.
- H. From time to time, make recommendations to the Town Supervisor as to the measures or programs which will improve the efficiency or economy of the Town government.
- I. Serve as the liaison to the Town's financial advisors.
- J. Assist the Town Board in all billings and collections to the extent allowed by law.
- K. See that the Town Supervisor and the Town Board is kept fully advised to the financial condition of the Town.
- L. 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 the bid forms and in the purchase of all materials and supplies as directed by the Town Board.
- M. Keep abreast of available grants-in-aid from others level of government, pursue such revenue sources and make and follow through on applications and assist outside grant writers with grant applications as approved by the Town Board.
- N. Assist the 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.
- P. See that all inquiries of the residents of the Town, or other interested persons, are referred to the appropriate Town official or department head for investigation or response.
- Q. Make organizational studies using such techniques as work distributions, workflow charting, task analysis, random sampling, work measurement studies, statistical analysis and system analysis.
- R. Evaluate the effectiveness of operating programs in achieving organizational objectives.
- S. 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.
- T. Develop liaisons 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 by resolution.
- U. Gather, assemble and analyze facts, draw conclusions and purpose solutions to problems assigned to him by the Town Board.
- V. Prepare for approval of the Town Board and other town agencies informational releases of significant action as well as other communications to the town residents, the public or other public agencies where and when directed by the Town Board.
- W. Perform such other powers and duties as many may be prescribed, modified or revoked from time to time by the Town Board by resolution.