

Article VII. Town Administration

Sec. 1. Town Manager - Appointment; Qualifications.

There shall be a full-time town manager, who shall be appointed by the mayor with the advice and consent of the council. The town manager shall have, prior to appointment, a master's degree in business or public administration from an accredited college or university or at least five years' experience as an executive or administrator either in public administration or private business or an equivalent combination of education and experience. The compensation of the town manager shall be established in the annual budget of the town. The mayor may enter into a contract of employment with a town manager, provided that such contract shall be approved by the council. (Resolution 5893)

Sec. 2. Town Manager - Powers and Duties.

The town manager shall be directly responsible to the mayor for the day-to-day operation of the town. In this connection, the town manager shall exercise all administrative powers and authority delegated by the mayor. The town manager shall be the direct subordinate of the mayor and the immediate supervisor of each department director. The town manager shall also have all powers and duties specifically granted by this Charter. Except as provided by this Charter, no duties, functions or powers shall be assigned to or removed from the town manager by the council. (Resolution 5893)

Sec. 3. Finance Officer - Appointment, Qualifications.

There shall be a full time town finance officer. The finance officer shall be appointed by the mayor with the advice and consent of the council. The finance officer shall be licensed to practice certified public accountancy in the State of Maryland and shall have at least five years experience in that or an equivalent field. The compensation of the finance officer shall be established in the annual budget of the town. The mayor may enter into a contract of employment with a finance officer, provided that such contract shall be approved by the council. (Resolution 5893)

Sec. 4. Finance Officer - Powers and Duties.

The financial powers of the town, except as otherwise provided by this Charter, shall be exercised by the finance officer under the direct supervision of the mayor and the town manager. The finance officer shall be: (1) the collector of taxes and of all other municipal sums receivable; (2) the treasurer of the town; (3) authorized to enforce the payment of taxes levied by the council, by suit or by sale or otherwise, and to convey title to any real or personal property sold for nonpayment of taxes; (4) the custodian of municipal assessment books and tax records; (5) authorized to issue certified statements of taxes due and unpaid; (6) authorized to act as general assessor for the town, to the extent that such functions are not pre-empted by the laws of the State of Maryland; (6) authorized to exercise the same powers, duties and liabilities relating to taxes as those possessed by the state and county tax collectors as provided for by the laws of the State of Maryland; and (7) to deposit all taxes and moneys received or collected in a bank or other institution authorized by law to accept such deposits. (Resolution 5893)

Sec. 5. Finance Officer - Bond; Surety empowered to enforce tax payments

The finance officer shall provide a bond with such corporate surety and in such amount as the council may require. In the event of the bond of any town finance officer becoming liable to the town for any unpaid or uncollected taxes, the sureties on said bond shall be empowered to enforce the payment of said taxes in the same manner as the finance officer could have done. (Resolution 5893)

Sec. 6. Town Clerk.

The mayor shall appoint, with the advice and consent of the council, a town clerk. In addition to such other duties and powers as the Charter may provide and the council may by ordinance or resolution direct, it shall be the duty and power of the town clerk to attend all meetings of the council and act as clerk thereof. The compensation of the town clerk shall be established in the annual budget of the town. The town clerk's compensation shall be determined by the council. (Resolution 5893)

Sec. 7. Vacancy.

In case of absence or temporary incapacity in the office of town manager, town finance officer or town clerk, the mayor, by and with the consent of the council, shall fill said office for such period of temporary absence. (Res. 5893, passed 11/13/06). (Resolution 5893)

