

RESOLUTION OF THE TOWN COUNCIL OF IRVINGTON

Restatement and confirmation of employment description and duties for the Town Administrator.

WHEREAS, the Town of Irvington wishes to restate and confirm the employment duties and description for the Town Administrator; and

WHEREAS, the Town Administrator is appointed to serve at the pleasure of the Town Council and is responsible for monitoring, planning, organizing, assigning, and performing activities as directed by the Town Council; and

WHEREAS, the Town Administrator shall be responsible for the general management of town administrative affairs and the general work of the town, including, but not limited to the following: implementing service programs including water, sewer, utilities and solid waste collections; planning and zoning; Town Code enforcement; management of Town activities such as parades and holiday events; preparation of reports and proposals for the Town Council, as needed; supervision and training of other Town employees; interacting with vendors, contractors, government representatives at all levels, as well as citizens of the general public; participate in the negotiation of contracts for professional and non-professional services with the Town Attorney and execute said contracts as authorized by the Town Council, as well as provide subsequent contract administration and oversight; and perform all reasonable duties assigned by the Town Council and/or Town Attorney; and

WHEREAS, the Town Administrator shall participate in meetings of the Town Council and Planning Commission, offering professional advice and counsel where needed; and

WHEREAS, the Town Administrator shall supervise and participate in the preparation of the monthly Town Council meeting agenda and materials, and shall ensure that all council members and other interested parties are provided with a copy of each month's respective agenda and materials within a reasonable period of time prior to said Council meetings; and

WHEREAS, the Town Administrator shall submit a monthly written report to the Town Council on the status of all active issues, projects, and applications for various matters, as well as an annual report on all town programs and activities at the end of the town's fiscal year; and

WHEREAS, the Town Administrator shall stay up to date on all pertinent legislative and regulatory issues affecting the town and reports all pertinent updates to the Town Council and the Town Attorney in a timely manner; and

WHEREAS, the Town Administrator shall maintain proficiency in commonly used electronic communication devices and methods, and shall utilize said devices and methods to keep

the Town Council, Town Attorney and other town contacts informed of issues and developments and a regular basis; and

WHEREAS, the Town Administrator shall communicate regularly with the Human Resources Committee of the Town Council with respect to all pertinent matters; and it is

FURTHER RESOLVED, that the Town of Irvington, prepare a copy of this resolution for town records and the general public as an expression of the Town of Irvington's restatement and confirmation of the Town Administrator's employment description and duties.

TOWN OF IRVINGTON

By: *Ralph D. Ransone*
Ralph D. Ransone, Mayor

*Signed Dec. 8, 2016
Motion to accept as written made by F. Westbrook
2nd by M. Merrill - Passed unanimously*

	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
<i>M. Merrill</i>	<i>X</i>		
<i>F. Westbrook</i>	<i>X</i>		
<i>K. Pollard</i>	<i>X</i>		
<i>J. Latell</i>	<i>X</i>		
<i>M. Bombay</i>	<i>X</i>		
<i>W. Nunnally</i>	<i>X</i>		