

ARTICLE III
TOWN MANAGER

Section 1. Appointment; Qualifications.—The Town Manager shall be chosen by the Council solely on the basis of character and executive qualifications. No Councilor shall receive appointment to the office of Town Manager. No member of the Council shall act in that capacity during, or within one (1) year after, the expiration of his or her term. The Town Manager shall be required to reside in the Town within one (1) year after appointment, unless this provision be waived by majority vote of the Council.

Section 2. Powers and Duties: The powers and duties of the Town Manager shall be as follows:

- A. The Town Manager shall be Town Clerk, Tax Collector, Town Treasurer, Administrator of General Assistance, and Road Commissioner. The Town Manager shall have and exercise all powers and responsibilities conferred or imposed by law upon such respective offices.
- B. The Town Manager shall give bond for the faithful discharge of all duties to the Town of Gray in such sum as the Council shall determine and direct on an annual basis. Said surety or sureties shall be approved by the Council. The premium on the bond shall be paid by the Town.
- C. The Town Manager shall be administrative head of the Town and shall be responsible to the Council for the administration of all departments assigned. The Manager shall appoint, remove and fix the compensation of all Town officers or agents whose elections or appointments have not been otherwise provided for by this Charter. All such offices shall serve under the direction of the Town Manager.
- D. Prepare the annual budget, submit it to the Council and be responsible for its administration after adoption.
- E. Prepare and submit to the Council after the completion of the required annual fiscal audit a complete report on the finances and administrative activities of the Town for the preceding year. The Manager shall cause such annual Town report to be published and made available to the public as promptly as possible after the close of the fiscal year.
- F. Attend the meetings of the Council, except when the Manager's removal is being considered. Keep the Council advised of the financial condition and future needs of the Town and make such recommendations as may seem desirable.
- G. See that all laws, provisions of this Charter, acts of the Council and ordinances governing the Town are faithfully administered.
- H. Act as purchasing agent for all departments of the Town, and submit to competitive bids any transaction in excess of an amount to be determined on an annual basis by the Town Council. The bidding process shall be defined in the Town Administrative Code. All accounts for the purchase of supplies and materials and work performed for said Town shall bear the approval of the Town Manager.
- I. Perform such other duties as may be prescribed by this Charter or required by the Council, consistent with this Charter.
- J. Be responsible for the administration of the Town Administrative Code as adopted by the Council.

Section 3. Removal. The Town Manager may be removed for cause by the Council in accordance with the provisions of the statutes of the State of Maine relating to the removal of a Town Manager.

Section 4. Vacancy in the Office of Town Manager. During any vacancy in the office of the Town Manager, and during the absence or disability of the Town Manager, the Council shall designate a properly qualified person, not a member of the Council, to perform the duties of the Manager and the Council shall fix the compensation. The acting Manager shall have the same powers and duties as those given to and imposed on the Town Manager. Before entering upon the duties, the acting Manager shall give bond to the Town of Gray in a sum and with surety or sureties to be approved by the Council. The premium on said bond shall be paid by the Town.