

MONTREAT CODE OF GENERAL ORDINANCES

CHAPTER A - GENERAL PROVISIONS AND ADMINISTRATION

ARTICLE IV: OFFICERS AND EMPLOYEES

Section 1. Office of Mayor. It shall be the duty of the Mayor to cause all ordinances of the Town to be enforced and to attend and preside over all meetings of the Board. It shall further be the duty of the Mayor to, within thirty days after the close of each year, require a report to the Board from the various departments of the Town government for the previous year and recommend such adjustments as he/she may see fit. The Mayor shall perform such other duties as the Board may from time to time require. The Mayor shall be the chief executive Officer of the Town.

Section 2. Offices of the Town Administrator and Finance Officer. The Town Administrator and Finance Officer shall be appointed by the Board at the first meeting in each year.

- a) It shall be the duty of the Finance Officer, under supervision of the Town Administrator, to keep true, accurate and just books of accounts of the dealings and transactions of the Town. These books shall show at all times the true condition of the Town, its resources and liabilities and the disposition and use of the moneys coming under the control of the Town.
- b) The Town Administrator shall keep or cause to be kept in a safe place all moneys, records, and accounts.
- c) The Finance Officer shall disburse funds for the various purposes of the Town only when an appropriation for such purpose has been made in the annual budget and the disbursement is authorized by the Town Administrator.
- d) The Town Administrator shall perform such other duties as the Board may from time to time require.

Section 3. Office of the Town Clerk. The Town Clerk shall attend all meetings of the Board and shall regularly and fairly record all their proceedings. He/she shall also keep a bound book of the Code of Ordinances, in which he/she shall fairly and correctly transcribe all ordinances which are enacted by the Board.

Section 4. Office of the Zoning Official. The Zoning Official has the responsibilities of administering and enforcing the Town's Zoning Ordinance, under the supervision of the Board. The Zoning Official shall be appointed by the Board at the first meeting in each year.

Section 5. Director of Public Works. The Director of Public Works shall direct and coordinate the functions, activities and personnel of the Public Works Section and perform related work as required, under the supervision of the Town Administrator. The Town's public works operations include street maintenance and repair, street sign installation and

Montreat General Ordinances
Chapter A – General Administration
Article IV: Officers and Employees
Rev. 9/08/2011

maintenance, construction and repair of water distribution system, water wells, landscaping and installation and repair of storm drainage facilities. The Director of Public Works shall be appointed by the Board at the first meeting in each year.

Section 6. Other Officers and Employees. Such other Officers and Employees that are deemed necessary shall be appointed by the Board.

Section 7. Employees' Bonds. The Town Administrator and other Officers or Employees required by the Board shall, before entering upon their duties, post bond in amounts specified by the Board. All bond premiums shall be paid from Town funds. Provided that, when two offices are combined, such as Town Administrator and Tax Collector, only one bond shall be required.