

TOWN MUNICIPAL MANAGER
ROLES AND RESPONSIBILITIES

- Acting on behalf of the board of the municipality;
 - (i) In ensuring the execution of the directives of the board of the municipality
 - (ii) During all intervals between meetings of the board of the municipality;
- Keeping all the minutes and other records of the board.
- Preparing and present for approval of the Board of the Municipality an annual estimate of revenue and Expenditure to fund and carry out the programs and operations of the board.
- Being principally responsible for building and maintain a strong alliance and effective working relationships between the board of municipality and civil society, private sector and community based organisations.
- Cause to be prepared, transmitted to the board of municipality, and published an annual report on the activities and accomplishments of the department and agencies comprising the executive branch of the Municipality.
- Acting as an Ex official member of the board and of all committee of the Board of the Municipality.
- Such other functions as the board may, by order, confer upon the Municipal Manager.

Certified
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7/8/2021