

## ABERDEEN

ABERDEEN IN SUCH AMOUNT AS PRESCRIBED BY THE COMMISSIONERS WITH THE CONDITION THAT HE SHALL EXECUTE HIS DUTIES WELL AND FAITHFULLY, AS REQUIRED BY LAW. THE PREMIUM FOR THE BOND SHALL BE PAID FROM TOWN FUNDS. IN NO EVENT SHALL THE DIRECTOR SERVE BEYOND THE AGE OF SEVENTY (70) YEARS.

(B) THE DIRECTOR SHALL DEVOTE HIS FULL TIME TO THE WORK OF THE TOWN OF ABERDEEN AND HE SHALL BE RESPONSIBLE TO THE COMMISSIONERS FOR THE PROPER ADMINISTRATION OF THE TOWN'S AFFAIRS. SUBJECT TO THE REQUIREMENTS OF LAW, THE DIRECTOR, WITH THE AUTHORITY AND APPROVAL OF THE COMMISSIONERS, MAY EMPLOY SUCH ASSISTANTS AND TOWN PERSONNEL AS ARE NECESSARY FOR THE PROPER DISCHARGE OF HIS DUTIES.

(C) THE DIRECTOR OF ADMINISTRATION SHALL BE THE CHIEF ADMINISTRATIVE OFFICER OF THE COMMISSIONERS WITH AUTHORITY TO EXERCISE SUCH SUPERVISION AND CONTROL OF TOWN OPERATIONS AS ARE ASSIGNED TO HIM BY THE COMMISSIONERS. THIS MAY INCLUDE, AMONG OTHER RESPONSIBILITIES, THE FOLLOWING DUTIES:

(1) TO SUPERVISE AND COORDINATE THE ADMINISTRATION OF FUNCTIONS OF THE SEVERAL OFFICES, AGENCIES, AND DEPARTMENTS OF THE TOWN, TO EXERCISE THE GENERAL POLICIES, ORDERS, AND INSTRUCTIONS OF THE COMMISSIONERS AND TO ASSIST THEM WITH PERSONNEL MATTERS.

(2) TO SUPERVISE FINANCIAL ADMINISTRATION, PREPARATION OF BUDGETS, EXPENDITURE OF FUNDS, PROPER ACCOUNTING, AND THE PREPARATION OF AN ANNUAL REPORT ON THE FISCAL CONDITION OF THE TOWN.

(3) TO PREPARE AN ANNUAL PUBLIC REPORT TO THE COMMISSIONERS UPON THE OPERATION OF THE TOWN GOVERNMENT WITH SUCH RECOMMENDATIONS FOR IMPROVEMENT AS HE DEEMS APPROPRIATE.

(4) TO BE RESPONSIBLE, THROUGH THE DEPARTMENT OF PUBLIC WORKS, FOR THE CARE AND CUSTODY OF THE TOWN PROPERTY.

(5) TO OBTAIN ADEQUATE INSURANCE COVERAGE AGAINST LOSS OF PROPERTY AND LIABILITY FROM CIVIL SUITS.

(6) TO ASSIST THE COMMISSIONERS TO COMPLY WITH ALL LAWS APPLICABLE TO THE TOWN OF ABERDEEN.

10. Same; finances.

The Clerk-Treasurer shall receive and collect all general and special taxes and all other monies whatsoever due the Town and shall disburse the same [only as