

CHAPTER 31: TOWN OFFICERS AND EMPLOYEES

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§ 31.01 APPOINTMENT OF TOWN CLERK; DUTIES.

- (A) The Town Manager shall appoint a Town Clerk.
- (B) It shall be the duty of the Clerk to:
 - (1) Act as Secretary to the Board;
 - (2) Keep a true record of all the proceedings of the Board;
 - (3) Keep the original of all ordinances in a book especially provided for that purpose;
 - (4) Act as custodian for all the books, papers, records and journals of the Board;
 - (5) Perform other duties as may be required of him by law or by the Board.

(1978 Code, § 2-2001) (Am. Ord. passed 11-3-1986)

Statutory reference:

Duties of Clerk specified, see G.S. § 160A-171

Minutes to be kept, see G.S. § 160A-72

§ 31.02 TOWN ATTORNEY.

The Board shall appoint a Town Attorney whose duties shall be to:

- (A) Prosecute or defend any and all suits or actions at law or equity to which the town may be a party, or in which it may be interested or which may be brought against, or by, any officer of the town, or in the capacity of the person as an officer of the town;
- (B) See to the full enforcement of all judgments or decrees rendered or entered in favor of the town;
- (C) See to the completion of any special assessment proceedings and condemnation proceedings;
- (D) Draft or review any contract, lease or other document or instrument to which the town may be a party and approve all ordinances and resolutions of the Board as to form;
- (E) At the request of the Board, draft ordinances covering any subjects within the power of the town;
- (F) Attend meetings of the Board upon request; and
- (G) Perform any other duties required of him by G.S. § 160A-173 and other laws and ordinances.

(1978 Code, § 2-2002)

Statutory reference:

Duties of attorney, see G. S. § 160A-173

§ 31.03 TAX COLLECTOR; DUTIES.

The Town Manager shall provide for the appointment of a Tax Collector, whose duties shall be to:

- (A) Collect all taxes and assessments due the town;
- (B) Make an accounting to the Town Finance Officer at the end of each month;
- (C) Pay over to the Town Finance Officer such money as is collected by him for the account of each separate fund according to the tax levy;
- (D) Deliver a list of all unpaid taxes with the reason therefore, as ascertainable, to the Board of Commissioners;
- (E) Supply the Mayor and Board with any information they may require of him relative to the performance of his duties;
- (F) Make periodic reports to the Board listing therein all funds collected by him;
- (G) Act as registrar of motor vehicles;

(H) Perform other duties required by law, or as the Board may direct.
(1978 Code, § 2-2003) (Am. Ord. passed 11-3-1986)

Statutory reference:

Ad valorem taxation generally, see G. S. §§ 105-271 et seq.
Duties of Tax Collector, see G. S. § 105-349 and 105-350

§ 31.04 FINANCE OFFICER.

The Town Manager shall be the Finance Officer, whose duties shall be to:

- (A) Keep the books and accounts of the town;
- (B) Receive and disburse all monies of the town as required under state law;
- (C) Countersign and preaudit all checks, drafts, contracts, purchase orders, or other documents obligating town funds;
- (D) Report to the Board concerning the finances of the town, as they may require;
- (E) Maintain all records of the bonded debt of the town and maintain sinking funds;
- (F) Supervise the investment of idle funds;
- (G) Perform other duties assigned by the General Statutes, the town charter, or by the Board.

(1978 Code, § 2-2004) (Am. Ord. passed 11-3-1986)

Statutory reference:

Duties of the Finance Officer, see G.S. § 159-25
Fiscal control generally, see G. S. §§ 159-7 et seq.

§ 31.05 EMPLOYEES SERVE AT PLEASURE OF TOWN MANAGER.

All employees elected or appointed by the Town Manager shall hold their office at the pleasure of the Town Manager and may be removed at any time by the Town Manager.

(1978 Code, § 2-2011) (Am. Ord. passed 11-3-1986)

§ 31.06 INTEREST OF TOWN OFFICERS OR EMPLOYEES IN TOWN CONTRACTS.

No member of the Board or other officer or employee of the town shall be pecuniarily interested, directly or indirectly, in any contract made or entered into by the Board, nor in any matter where the rights or liabilities of the town are, or may be, involved.

(1978 Code, § 2-2012)

Statutory reference:

Conflicts of interest, see G.S. § 14-234

§ 31.07 CONSOLIDATION OF OFFICES.

Except as otherwise provided by law, the Town Manager may in its discretion consolidate any 2 or more offices and assign the duties of both offices to 1 or more persons.
(1978 Code, § 2-2013) (Am. Ord. passed 11-3-1986)

§ 31.08 TOWN OFFICE HOURS.

The town office will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The office will be open on Saturday from 8:00 a.m. to noon and will be closed on Sundays and all legal holidays.
(1978 Code, § 2-2014)