

Duties of an Appointed Manager or Administrator

From [International City-County Managers Association Website](#)

- Carries out policies adopted by the elected officials.
- Manages city or town services, which may include public works, public safety, planning and economic development, parks and recreation, libraries, youth services, resource recovery and recycling, and utilities.
- Prepares a comprehensive annual budget and capital improvement program.
- Ensures fiscal responsibility and modern accounting practices.
- Develops performance measurement systems for city or town services.
- Applies for and administers federal, state, and private foundation grant funding.
- Recruits, hires, and supervises the workforce of the city or town, including key department heads.
- Prepares council or board meeting agenda materials.
- Develops long-range plans with guidance from elected officials and assists in the achievement of common goals and objectives.
- Facilitates the flow of ideas and information between and among elected officials, employees, and citizens.