

## COUNTY GOVERNMENT OF WAJIR



### DEPARTMENT OF TOWN ADMINISTRATION & DECENTRALIZED UNITS

P.O.BOX 9-70200 WAJIR

#### Duties and responsibilities of Municipality Manager

- The Municipal Manager shall implement the decisions and functions of the Board of the Municipality and shall be answerable to the Board;
- Act on behalf of the Board of the Municipality- In ensuring the execution of the directives of the Board of the Municipality and during all intervals between meetings of the Board of the Municipality;
- Prepare and present for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the civil society, private sector and community based organizations;
- Cause to be prepared, transmitted to the Board of the Municipality, and distributed to the public at least an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality;
- Act as an ex-officio member of all committees of the Board of the Municipality and
- Such other functions as the Board may, by order, confer upon the Municipal Manager;
- The Municipal Manager shall be fully responsible for the proper conduct of the executive and administrative work and affairs of the Municipality;
- Exercise supervision over all departments and agencies of the Municipality and provide for the coordination of their activities;
- Enforce the provisions of this Charter, Municipal By-laws, and all applicable laws;
- Exercise powers granted to the Municipal Manager in this Charter, By-laws and applicable laws concerning the appointment and removal of certain officers, employees, and members of committees of the Board of the Municipality;
- Exercise such other powers as may be prescribed by this Charter, By-laws and applicable laws.

