

Town of Fort Fairfield - Town Manager Responsibilities

The Town Manager is appointed by the Town Council and is responsible for administering the policies as established by the Town Council. The Manager serves as the chief administrative officer and head of the administrative branch of the Town Government. The duties include complete executive direction of the administrative services of the Town.

The administrative services of the Town are divided, under the Town Manager, into the following areas: Finance Department, Town Clerk's Office, Police Department, Fire Department, Recreation Department, Community Library, Public Works Department and Human Resources/General Assistance Department as well as a Community and Economic Development Department.

In addition to the day to day administrative responsibilities the Manager's office is also responsible for compiling and submitting the Municipal Budget to the Council. Once the Budget is adopted the Manager is responsible for the administration of the budget.