

**Ordinance No. 221**  
**Introduced: May 2, 2022**  
**Public Hearing:**  
**Enacted:**  
**Effective:**

**COMMISSIONERS OF POOLESVILLE, MARYLAND**  
**ASSISSTANT TOWN MANAGER**

AN ORDINANCE of the Town of Poolesville, Maryland to add to the Poolesville Code of Ordinances adding a new position entitled “Assistant Town Manager” and outlining the details and duties of said office.

PURSANT to Section 82.12(19) of the Charter of the Town of Poolesville, Maryland, the Commissioners of the Town of Poolesville are empowered to create offices for the proper administration of the Town; and

WHEREAS, the Commissioners of Poolesville held a public hearing on the Ordinance on \_\_\_\_\_ to receive public input and comment.

NOW THEREFORE, BE IT ORDAINED BY THE COMMISSIONERS OF POOLESVILLE, MARYLAND THAT:

**Section One: That the following Division 4 “Assistant Town Manager” be added to Article II of the Code of the Town of Poolesville as follows:**

DIVISION 4. Assistant Town Manager

Sec. 2.21. Creation of office.

There is hereby created the office of Assistant Town Manager. The Assistant Town Manager shall be a qualified administrator who shall assist in administering the general operation of Town government and shall be directly responsible to the Town Manager.

Sec. 2.22. Appointment.

The Commissioners may appoint an Assistant Town Manager.

Sec. 2.23. Removal.

The Assistant Town Manager may be removed from office by a vote of three (3) Commissioners.

Sec. 2.24. Compensation.

The Assistant Manager shall receive such compensation as the Commissioners shall determine.

Sec. 2.25. Powers and Duties.

The Assistant Town Manager shall be responsible to the Town Manager for the proper administration of all affairs of the Town, and to that end have the power and shall be required to:

- A. Assist the Town Manager in the administration of the Zoning and Subdivision Ordinances and oversee the enforcement of Town codes.
- B. Work directly with the Planning Commission and engineering staff for all planning activities.
- C. Serve as a liaison between the Town Manager and operating department heads and various boards, committees, and agencies as assigned by the Town Manager.
- D. Provide staff support to various boards and commissions as assigned by the Town Manager.
- E. Recommend classification, changes in classification, filling of vacancies, promotions, demotions, suspensions, dismissals, pay changes, advance leave, or any change in status of Town employees.
- F. Assist the Town Manager in the implementation of Town policies, procedures, and goals. Meet with the Town Manager and Town Commissioners on a regular basis to assure that policies and goals of the Town are met.
- G. Respond to local citizens inquiries about Town planning and zoning regulations and ordinances; and assist in resolving complex disputes between the Town's staff and applicants as required.
- H. Assist the Town Manager with preparation of the annual budget and the disbursement of all moneys.

- I. The Assistant Town Manager shall perform such other duties as may be required or assigned by the Town Manager.

**Section Two: Severability.**

Should any provision, section, paragraph or subparagraph of this Ordinance, including any code or text adopted hereby, be declared null and void, illegal, unconstitutional, or otherwise determined to be unenforceable for a court having jurisdiction, the same shall not affect the validity, legality, or enforceability of any other provision, section, paragraph or subparagraph hereof, including any code text adopted hereby. Each such provision, section, paragraph or subparagraph is expressly declared to be and is deemed severable.

**Section Three: Section headings, chapter headings, titles.**

Section headings, chapter headings, titles, etc., are for the purpose of description or ease of use and do not form a part of the text of this Ordinance or any Code or text adopted hereby.