

## CHAPTER 2

### VILLAGE ADMINISTRATOR

#### §2.1 Legislative intent

In order to provide more economical and effective overall direction, coordination and control of the day-to-day activities and operations of the Village of Avon to minimize the administrative details now handled by the Board of Trustees, to provide centralized direction and control of Village employees and to formalize the staff and advisory functions necessary to the foregoing, the office of Village Administrator is hereby established.

#### §2.2 Term of office

The office of Village administrator shall be an appointed office and appointment to the position shall be made by the Mayor, subject to the approval of the Village Board.

#### §2.3 Responsibility and duties

A. The Village Administrator shall be an official of the Village and shall act as the executive assistant of the Mayor and the Board of Trustees in connection with the conduct of the affairs of the Village, subject to and in accordance with the rules and regulations as may be promulgated from time to time by the Mayor and the Board of Trustees.

B. The Village Administrator shall report to and be under the supervision of the Mayor and the Board of Trustees.

C. Subject to the approval, direction and control of the Mayor and the Board of Trustees and in accordance with such rules and regulations as may be promulgated by the Mayor and the Board of Trustees as provided in §3 of this local law, the Village Administrator shall:

1. Administer the rules, regulations, resolutions, local laws and codes of the Village efficiently and fairly.
2. Supervise and coordinate the activities of all Village departments in accordance with the policies of the Board of Trustees.
3. Refer all inquiries by residents of the Village or other interested persons to the appropriate Village official or department head for investigation or response.

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- 4. Attend meetings of the Board of Trustees and supervise the preparation of agenda and minutes of such meetings.**
- 5. Recommend measures of programs to the Board of Trustees to improve the efficiency or economy of Village government.**
- 6. Advise the Mayor and Board of Trustees of the financial condition of the Village.**
- 7. Oversee and coordinate the purchasing procedures of the Village.**
- 8. Conduct a continuing study of all functions and activities of the Village for the purpose of devising ways and means of obtaining greater efficiency and economy.**

**§2.4 Additional duties**

**In addition to the powers and duties set forth the Village Administrator shall serve as budget director if and when so designated by the Mayor.**

**§2.5 Application to other laws**

**A. Nothing herein contained shall be deemed or construed as abolishing, transferring or curtailing any powers or duties of the Board of Trustees, Mayor, Treasurer or Clerk as prescribed by the Village Law or other applicable laws of the State of New York.**

**B. All local laws, ordinances and resolutions heretofore adopted by the Board of Trustees are hereby repealed and superseded as the same shall be inconsistent with this local law.**

**C. If any section, subsection or sentence, clause or phrase of this local law shall be held invalid for any reason, the validity of the remaining portions of this local law shall not be affected.**

# VILLAGE ADMINISTRATOR

## Historical Note

**Chapter 2 was added by Local Law #6 of 1986, filed September 30, 1986.**

### References:

**Appointment.** Village Law §4-400(1) [c]

**Authority.** Village Law §4-412

**Create Position.** Village Law §4-412(1)

**Delegation of Board of Trustees Powers.** Village Law §4-412(2)

A Village may adopt the Village Manager form pursuant to the Municipal Home Rule Law §24(2)[k], subject to referen