**FINANCE/ADMINISTRATION**

1. Approval of all purchases
2. Final review of all financial transactions
3. Provides support to office staff
4. Official spokesperson for the town
5. Coordination with local, state, federal agencies
6. Collaboration with commissioners
7. Coordination with all town committees
8. Receives emergency calls after-hours and distributes to committees
9. Attends local, state, federal agencies
10. Signs documents as approved by the board
11. Representation of all commissioners

**SAFETY**

1. Receives all reports of safety issues in the town

 (Streets, water/sewer/garbage/parks, law enforcement, fire, etc)

1. Communicates safety concerns to various committees as necessary
2. Collaborates with commissioners to resolve issues not requiring board action
3. Brings items as necessary to board meetings for discussion and action
4. Communicates issues to mayor
5. Attend committee meetings as required or requested.
6. Meets regularly with police chief to provide support and address concerns
7. Makes monthly report at regular board meeting

**BUILDINGS**

1. Receives report of maintenance issues at town hall buildings
2. Regularly inspects buildings for preventative needs
3. Initiates and receives quotes/estimates for building needs/improvement
4. Collaborates with Finance Officer & Mayor for emergency repairs
5. Brings quotes/estimates to commissioners for necessary improvements
6. Attend committee meetings as required or requested by the mayor for emergency situations
7. Makes monthly report at regular board meeting

**PUBLIC WORKS**

1. Supervises, trains, and provides direction to public works staff
2. Checks and orders inventories of all needed supplies and equipment
3. Remains on-call for emergency situations
4. Receives all concerns/complaints from citizens and others re water/sewer/garbage
5. Observant of all public works issues/emergencies
6. Collaborates with Envirolink and is available for all NCDENR inspections
7. Reports major problems and concerns to the mayor
8. Attend meetings/inspections as required by NCDENR, CDBG project and the mayor
9. Collaborates and communicates effectively with mayor, town staff, and other commissioners
10. Ensures accountability of equipment, supplies, and purchases within the department
11. Recommends and orders (as approved) purchasing for the department
12. Report to the commissioners at the regular board meeting

**STREETS**

1. Receives all complaints and concerns re street maintenance & repair
2. Receives recommendations on street resurfacing and paving
3. Recommends street maintenance/repairs to public works & commissioners
4. Reports emergency and dangerous situations to Mayor and commissioners
5. Obtains quotes/estimates & approvals for repairs, maintenance, etc
6. Coordinates with public works committee of need for town staff
7. Work closely with NC DOT for in-town state road maintenance
8. Inspects and approves work completed by contractors/staff
9. Ensure all Powell Bill recommendations are compliant and complete
	* 1. Signs, streets, posts, etc.
10. Collaborate with surveyors as necessary to complete Powell Bill report
11. Makes monthly report at regular board meeting

**RECREATION**

1. Liaison with Garland Volunteer Softball League
2. Continuation of Curtis D. Cain Memorial Park Phases
3. Collaborate and coordinate safety inspections of grounds, equipment at softball park and Memorial park
4. Obtains quotes, estimates and approval for all purchases
5. Notify mayor of any major concerns/problems
6. Communicate with other committees as necessary
7. Inspect all contracted work prior to approval for pay
8. Make monthly report at regular board meeting