

**TITLE I
OGUNQUIT MUNICIPAL CODE
ADMINISTRATIVE CODE**

Chapter 3 Departments

301 Organization

The administrative organization of Ogunquit, as shown on the attached chart, shall consist of the following offices and departments:

<u>Office</u>	<u>Department</u>	<u>Head</u>
Town Clerk		
Town Treasurer		
Board of Appeals		Chairman
Board of Assessors		Chairman
Planning Board		Chairman
Town Manager		
	Code Enforcement	
	Highway	Commissioner
	Police	Police Chief
	Fire	Fire Chief
	Beach Maintenance	
	Lifeguard	Captain
	Clam Warden	
	Harbor Master	
	Informational Bureau	
	Recreation Department	Recreation Director

302 Duties

The heads of departments, under the Town Manager, shall perform the following responsibilities:

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- 302.1** Perform all duties required by his office by Town Charter, ordinance or any other laws and other duties that the Town Manager may assign;
- 302.2** Be held immediately responsible to the Town Manager for effective administration of their departments and duties, unless otherwise stipulated in the Town Charter;
- 302.3** Keep abreast with the latest practices and developments in his particular field and shall inaugurate, with the approval of the Town Manager, any

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new practice that appears to be of benefit to the office or department and to the public;

- 302.4** Submit reports of the activities of their departments annually and when requested by the Town Manager;
- 302.5** Establish and maintain a system of records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for the reports required by the Town Manager;
- 302.6** Delegate to members of the departments or divisions coming under his jurisdiction any duties and responsibilities as seem advisable, together with proportionate authority for their fulfillment, but in no case may they delegate their overall responsibility or any of their accountability;
- 302.7** Be responsible for the proper custody and maintenance of all Town property used in his department;
- 302.8** Unless otherwise provided by Town Charter, be appointed by the Town Manager and shall serve for an indefinite term at the pleasure of the Town Manager.

303 **Establishment**

Unless otherwise provided by Town Charter or state law, the legislative body of Ogunquit shall determine the organization of Town government and shall determine the responsibilities to be assigned to each department.

304 **Effective Date**

This Code shall become effective immediately. (Adopted by vote of the Ogunquit Village Corporation on June 2, 1980, Article 4 of Warrant).