



CHAPTER 2: ADMINISTRATION

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ARTICLE 6: OTHER OFFICERS

There is hereby created the following offices which shall be filled by appointment of the Mayor and Board of Trustees at the first regular meeting after each regular election. All appointments shall hold their respective offices for a term of two (2) years, or until their respective successors are appointed and qualified, or until a Town Administrator is appointed:

2-6-1 Director of Finance

Duties:

- (A) He shall review sources and amounts of revenues to the Town of Grand Lake and enforce Ordinances pertaining to same.
- (B) He shall review accounts and amounts of expenditures from the Town of Grand Lake.
- (C) He shall be authorized to sign purchase orders with approval of the Board of Trustees.
- (D) He shall supervise the Town Treasurer in preparing the annual budget.
- (E) He shall at the end of each month, report the financial state of the Town.
- (F) He shall execute the process of the Mayor.

2-6-2 Road Commissioner

Duties:

- (A) He shall be responsible for the overall maintenance and operation of the Department of Public Works.
- (B) He shall certify the month-to-month expenditures of the Public Works Department.
- (C) He shall be responsible for preparing the annual budget for the Public Works Department.
- (D) He shall be responsible for issuing and inspecting all encroachments on public property.
- (E) He shall be responsible for the performance of the Town Building Inspector.
- (F) He shall execute the process of the Mayor.

2-6-3 Parks Commissioner

Duties:

- (A) He shall be responsible for the overall maintenance and operation of the Parks



Department.

- (B) He shall certify the month-to-month expenditures of the Parks Department.
- (C) He shall be responsible for landscaping and maintenance of all parks in the Town of Grand Lake.
- (D) He shall be responsible for the overall maintenance and operation of the Town's Cemetery.
- (E) He shall be responsible for landscaping and maintenance of the Town Square and Public Beach Area including boat docks.
- (F) He shall be responsible for preparing the annual budget for the Parks Department.
- (G) He shall execute the process of the Mayor.

2-6-4 Water Commissioner

Duties:

- (A) He shall be responsible for the overall maintenance and operation of the Water Department.
- (B) He shall certify the month-to-month expenditures of the Water Department.
- (C) He shall be responsible for preparing the annual budget for the Water Department.
- (D) He shall execute the process of the Mayor.

2-6-5 Police Commissioner

Duties:

- (A) He shall be responsible for the overall maintenance and operation of the Police Department.
- (B) He shall certify the month-to-month expenditures of the Police Department.
- (C) He shall see that the Ordinances of the Town and the Statutes of the State of Colorado are duly enforced and the Rules and Regulations of the Police Department obeyed.
- (D) He shall be responsible for preparing the annual budget for the Police Department.
- (E) He shall execute the process of the Mayor.