

ARTICLE 9 - ADMINISTRATIVE OFFICERS AND EMPLOYEES

Section 9-1: General

The Board of Selectmen shall have the power to hire, establish the working conditions of, promote, discipline, suspend and dismiss any persons employed by the Town, either full or part time, except as otherwise specified in this Charter, or provided by law. Where policies and rules are adopted in accordance with Section 9-9 of this Charter, said policies and rules shall be followed by the Board in the exercise of this power. The Board may delegate this power entirely or partially to the First Selectman.

Section 9-2: Officials Covered by Connecticut General Statutes

(A) In accordance with Section 9-1 of this Charter, the Board of Selectmen shall hire or appoint qualified persons to all positions required by the General Statutes to serve at the pleasure of the Selectmen, unless otherwise specified in the rules, regulations or ordinances of the Town of Oxford. Their powers and duties shall be as prescribed in the State Statutes and the ordinances of the Town.

(B) Except as otherwise prescribed by law, the terms of those Administrative Officials and other Town officers appointed under Article 9 shall begin on the second Tuesday following the regular Town election and shall expire on the termination date of the term of the Board of Selectmen appointing such officers.

Section 9-3: Other Officers and Employees

Within the confines of the budget or other authorized appropriations, (A) the Board of Selectmen may appoint such other officers as are necessary or may be permitted by law; (B) the Board of Selectmen may hire such other employees as are necessary or may be permitted by law; and (C) except as otherwise provided in this Charter, elective or appointive boards may, upon approval by the Board of Selectmen, employ such staff as may be necessary to carry out that board's duties and responsibilities.

Section 9-4: Administrative Assistant to the First Selectman

The Board of Selectmen shall appoint a full-time Administrative Assistant to the First Selectman who shall serve at the will of the First Selectman, and whose term shall run concurrently with the term of the Board of Selectmen making such appointment. The Board of Selectmen may make provision to extend the term of the Administrative Assistant for up to thirty (30) days if they determine that such an extension is necessary for the smooth transition from one administration to another. The appointment to the position of Administrative Assistant by the Board of Selectmen shall be based upon the sole recommendation of the First Selectman. The First Selectman shall base such recommendation on the individual's administrative qualifications, character, education, training and experience. The Administrative Assistant shall have such duties and responsibilities as may from time to time be delegated to him by the First Selectman. The Administrative Assistant shall act only as such and shall hold no other elected or appointed office within the Town and shall have no other employment with the Town.

Section 9-5: Land Use Enforcement Officers

(A) The Planning & Zoning Commission shall appoint a Zoning Enforcement Officer in accordance with State Statutes and the Regulations of the Oxford Planning & Zoning Commission, who shall exercise the powers and perform the duties and functions provided in the General Statutes and the regulations of the Planning & Zoning Commission.

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(B) The Inland-Wetlands Agency shall appoint an Inland-Wetlands Enforcement Officer in accordance with State Statutes and the Regulations of the Oxford Inland-Wetlands Agency, who shall exercise the powers and perform the duties and functions provided in the General Statutes and the regulations of the Inland-Wetlands Agency.

Section 9-6: Town Counsel

The Board of Selectmen shall appoint a Town Counsel who shall be an attorney admitted to practice in the State of Connecticut, to serve at the will of the Board of Selectmen, and whose term shall run concurrently with the term of the Board of Selectmen making such appointment. Town Counsel need not be an elector of the Town. Town Counsel shall direct and be responsible for appearing and protecting the rights of the Town in all actions, suits or proceedings brought by or against it or any of its departments, officers, boards or commissions. Town Counsel shall be the legal advisor to the Town Meeting, Board of Selectmen, First Selectman, and all other Town officers, boards and commissions in all matters affecting the Town; and shall, upon written request, furnish them with a written opinion on any question of law involving their respective powers and duties. He shall cooperate with them in the preparation of Ordinances, resolutions or regulations as the case may be. Upon request, Town Counsel shall prepare or approve forms of contracts or other instruments to which the Town is a party or in which it has an interest. Any officer, board or commission shall secure the approval of the First Selectman or the Board of Selectmen before requesting an opinion, ruling or other service from the Town Counsel, including, without limitation, the services specifically described herein. Town Counsel shall have power, with the approval of the Board of Selectmen (unless with respect to an appeal there shall not be time for such approval), to appeal from orders, decisions and judgments and to compromise or settle any claims by or against the Town. If in special circumstances or for any investigation, the Town Counsel deems it advisable, the Town Counsel may request that the Board of Selectmen engage other attorneys in temporary employment. In lieu of a single attorney, the Board of Selectmen may appoint a firm of attorneys admitted to practice in Connecticut to be Town Counsel. Notwithstanding the above, any board or commission of the Town of Oxford may apply to the Board of Selectmen, and the Board of Selectmen may appoint special counsel to represent such Board or Commission.

Section 9-7: Town Engineer

The Board of Selectmen shall appoint a Registered Professional Civil Engineer as Town Engineer, who shall serve at the will of the Board of Selectmen and whose term shall run concurrently with the term of the Board of Selectmen making such appointment. The Town Engineer shall be responsible for the following: (a) Inspection and certification as to the proper completion of new roads prior to the vote of the Board of Selectmen to accept such roads; (b) Advising the Board of Selectmen on all engineering projects affecting the Town; (c) Preparation or review of Ordinances dealing with technical requirements, if requested; (d) Supervision of certain Town projects; and (e) The rendering of advice to other Town agencies as directed by the Board of Selectmen. The Board of Selectmen shall make the Town Engineer available to the Town land use boards on an as-needed basis.

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Section 9-8: Position Descriptions and Personnel Regulations

(A) The First Selectman shall have prepared: (1) a description of the duties and responsibilities for each position in Town service except for elective offices, and the minimum qualifications for appointment to each position; and (2) a set of Personnel Regulations which shall provide, among other things, for a probationary period of employment, hours of work, vacations, sick leaves and other leaves of absence, removals, and such other regulations as may be necessary to provide an adequate and systematic procedure for the administration of the personnel affairs of the Town.

(B) Such Position Descriptions and Personnel Regulations and any amendments thereto which may be made by the First Selectman from time to time shall become effective upon being approved by resolution of the Board of Selectmen and filed in the office of the Town Clerk.

(C) The First Selectman shall cause copies of the Personnel Regulations and any amendments thereto to be distributed to all Town employees.

Section 9-9: Continuation in Office

Those administrative officials holding office at the time of the adoption of this Charter or any revisions thereto shall continue in office until their successors are appointed and duly sworn.