



# COUNTY GOVERNMENT OF MARSABIT

*The Cradle of Mankind*



## JOB DESCRIPTION

### 1. THE MUNICIPAL MANAGER

#### 1.1. OFFICE OF THE MUNICIPAL MANAGER

1.1.1. There is established the office of the Municipal Manager.

1.1.2. The Municipal Manager shall be the administrative head of the Municipality of Marsabit.

#### 1.2. APPOINTMENT AND TERM

1.2.1. The Municipal Manager shall be competitively recruited and appointed by the County Public Service Board.

1.2.2. The Municipal Manager shall be appointed on a permanent and pensionable basis.

#### 1.3. QUALIFICATIONS

1.3.1. The Municipal Manager shall:

- (a) Be a citizen of Kenya
- (b) Hold a degree from a university recognized in Kenya or its equivalent
- (c) Have served and had proven experience in administration or management either in public or private sector for a term of at least five years.
- (d) Satisfy the requirements of Chapter six of the Constitution.

#### 1.4. FUNCTIONS AND POWERS OF THE MUNICIPAL MANAGER

1.4.1. The Municipal Manager shall implement the decisions and functions of the Board of the Municipality and shall be answerable to the Board.

1.4.2. The Municipal Manager shall perform the following functions:

(a) Act on behalf of the Board of the Municipality-

(i) In ensuring the execution of the directives of the Board of the Municipality;

(ii) During all intervals between meetings of the Board of the Municipality;

(b) Keep all the minutes and other records of the Board.

(c) Prepare and present for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;

(d) Be principally responsible for building and maintain a strong alliance and effective working relationships between the Board of the Municipality and the civil society, private sector and community based organizations;

(e) Cause to be prepared, transmitted to the Board of the Municipality, and published an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality.

(f) Act as an ex-officio member of the Board and of all committees of the Board of the Municipality; and

(g) Such other functions as the Board may, by order, confer upon the Municipal Manager.

1.4.3. The Municipal Manager shall be fully responsible for the proper conduct of the executive and administrative work and affairs of the Municipality. The Municipal Manager shall have the power and shall be required to:

(a) Exercise supervision over all departments and agencies of the Municipality and provide for the coordination of their activities;

(b) Enforce the provisions of this Charter, Municipal By-laws, and all applicable laws;

(c) Exercise powers granted to the Municipal Manager in this Charter, By-laws and applicable laws concerning the appointment and removal of certain officers, employees, and members of committees of the Board of the Municipality;

(d) Exercise such other powers as may be prescribed by this Charter, by-laws and applicable laws.

1.4.4. The Municipal Manager shall:

- (a) Attend all Board of the Municipality meetings unless excused by the Chairperson of the Board or the Board of the Municipality;
- (b) Make reports and recommendations to the Board of the Municipality about the needs of the Municipality;
- (c) Administer and enforce all Municipality By-laws, resolutions, franchises, leases, contracts, permits, and other Municipality decisions;
- (d) Perform human resource functions as may be delegated by the county public service board in writing
- (e) Organize Municipality departments and administrative structure;
- (f) Prepare and administer the annual Municipality budget;
- (g) Administer Municipality utilities and property;
- (h) Encourage and support regional and intergovernmental cooperation;
- (i) Promote cooperation among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community;
- (j) Perform other duties as directed by the Board of the Municipality;
- (k) Delegate duties, but remain responsible for acts of all subordinates.

1.4.5. The Municipal Manager shall have no authority over the Board of the Municipality.

1.4.6. The Municipal Manager shall be entitled to attend meetings of the Board of the Municipality but shall not be entitled to vote.

#### **REFERENCE**

- 1. THE URBAN AND CITIES ACT OF 2011 (REVISED 2019)**
- 2. EXTRACT FROM THE MUNICIPAL CHARTER.**