

## Title 2. Administration and Personnel

### Chapter 2.06. COUNTY ADMINISTRATIVE OFFICER

#### § 2.06.035. Powers and duties.

- (a) With the exception of the fair department, the county administrative officer shall supervise for the board and administer all county offices, departments and entities over which the board has responsibility and control through its power of appointment.
- (b) The county administrative officer's duties, powers and responsibilities shall include, but are not limited to, the following:
  - (1) The county administrative officer shall be responsible to the board for the administration of county offices, departments, and institutions as set forth in subsection (a) of this section. He or she shall be responsible for the coordination of the work of all elective and appointive county offices, departments, and institutions in areas which are the concern and responsibility of the board. He or she may make such studies and investigations which he or she believes are necessary or desirable and shall make any study or investigation the board requests. He or she shall make recommendations to the board which he or she believes will result in greater efficiency and economy in the administration of county affairs. To enable the county administrative officer to carry out such responsibilities, he or she may require reports from any office, department head, or other entity.
  - (2) Unless otherwise prescribed by statute, ordinance or resolution, the county administrative officer shall appoint appointed department heads. The county administrative officer will consult with the board, in closed session, prior to dismissing or demoting an appointed department head.
  - (3) The county administrative officer shall recommend an annual county budget. In concert with the county auditor, he or she shall review departmental budget requests and shall enter recommendations for each departmental budget along with the requests. After the county administrative officer has submitted the recommended budget to the board, the board shall review the recommendations and the departmental requests, make any changes believed to be advisable, and adopt the preliminary budget in the manner provided by law.
  - (4) After the final county budget has been adopted by the board, the county administrative officer shall administer the budget and exercise continuous budgetary control. In concert with the county auditor, he or she shall review all requests for appropriation transfers, and none shall be approved or disapproved by the board until he or she make a recommendation to the board. He or she shall supervise expenditure of all elective and appointive offices, departments, and institutions. He or she may disapprove proposed expenditures whether or not they have been included in the budget. The county administrative officer may recommend to the board the establishment of a budgetary allotment system and such other expenditure controls which he or she believes to be necessary or desirable.
  - (5) The county administrative officer shall review all requests for new positions and classifications or reclassifications, and none shall be approved or disapproved by the board until the county administrative officer has made a recommendation to the board on the position involved. The county administrative officer shall recommend to the board procedures which he or she believes will result in a more efficient personnel program. Unless otherwise provided for by law, the county administrative officer is the appointing authority for all county positions.
  - (6) The county administrative officer shall attend the meetings of the board and may participate in the discussion of any matter but shall have no vote.
  - (7) The county administrative officer shall represent the board in the county's intergovernmental relationships in accordance with board policies and instructions. When directed, the county administrative officer shall represent the board in dealing with individuals or groups concerned with county affairs.

- (8) The county administrative officer shall evaluate the on-the-job performance of each appointed department head at least once annually.
  - (9) The county administrative officer shall be responsible for the labor relations program of the county.
  - (10) The county administrative officer shall coordinate the planning for the design and construction of physical facilities and the assignment of space required for county services. He or she shall prepare, and keep current, a capital improvement plan, including recommended methods for financing for adoption by the board.
  - (11) The county administrative officer is responsible for the purchasing program for the county and is designated its purchasing agent.
  - (12) Authority, but not responsibility, for the duties assigned to the county administrative officer may be delegated. Delegation will be in writing with limitations and copied to the board.
  - (13) During absences from the county, the county administrative officer will appoint an acting county administrative officer from among the appointed department heads. When an absence from the county is for more than thirty days, or, for disciplinary or investigative reasons, the board will appoint an acting county administrative officer which may or may not be an appointed department head.
- (Ord. 473-B § 2, 1997; Ord. 473-C §§ 2, 3, 1998; Ord. 473-E § 2, 2000)