

**19-3a04. Same; powers and duties.** The county administrator shall be the chief administrative officer of the county. Unless otherwise provided by the board of county commissioners, the county administrator shall carry out the following duties and responsibilities within the limits of and in conformance with the requirements of federal, state and county laws and policies:

- (a) Attend all meetings of the board of county commissioners, and present proposed policies, programs and plans aimed at addressing overall county needs for review, revision and approval by the board;
- (b) present an annual recommended operating budget, capital improvements program and long-range strategic plan for all county operations for review, revision and adoption by the board of county commissioners;
- (c) identify and recommend individuals to the board of county commissioners for appointment to boards and commissions;
- (d) recommend individuals to the board of county commissioners for appointment to offices for which the board is the appointing authority by law. Evaluate and recommend the compensation, suspension or dismissal of all such appointed administrative officers;
- (e) coordinate and supervise the administrative operations of the departments of all officials appointed by the board of county commissioners. All officers and employees therein shall be administratively responsible to the county administrator;
- (f) in conjunction with the board of county commissioners, prepare the meeting agenda of the board;
- (g) coordinate the administrative services of county departments and agencies, offices of elected officials, advisory and governing boards appointed by the board of county commissioners. Provide technical assistance to such departments, offices, agencies and boards as needed;
- (h) coordinate county programs and operations with other local governmental units, federal and state governments and other governmental and nongovernmental entities;
- (i) supervise, evaluate and recommend the compensation and discipline of personnel of the board of county commissioners;
- (j) execute contracts and other documents as approved by the board of county commissioners;
- (k) approve the appointment, compensation, discipline and change in status of personnel in the departments of all officials appointed by the board of county commissioners. All employees affected by such decisions shall continue to have access to all appellate and other rights granted them by county personnel policies;
- (l) monitor and provide regular reports to the board of county commissioners concerning adherence by county departments to the personnel, purchasing, budget, accounting and other administrative policies of the board; and
- (m) perform such other duties as shall be lawfully delegated by the board of county commissioners.

**History:** L. 1996, ch. 68, § 5; Apr. 4.