

COUNTY OF WASHINGTON, NEW YORK

LOCAL LAW NO. 3 OF 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

A LOCAL LAW SUPERCEDING LOCAL LAW NO. 3 OF 1983 AND LOCAL LAW NO. 5 OF 2006 PROVIDING FOR THE DUTIES AND QUALIFICATIONS OF THE COUNTY ADMINISTRATOR

BE IT ENACTED by the Washington County Board of Supervisors of the County of Washington as follows:

SECTION 1. LEGISLATIVE INTENT

It is the intention of this law to provide for the qualifications, powers and duties of the position of County Administrator for the County of Washington.

SECTION 2. APPOINTMENT

There shall be a County Administrator who shall be directly responsible to the Board of Supervisors of Washington County and shall perform the functions of a Chief Administrative Officer on behalf of the Board of Supervisors with such Board retaining the final administrative authority.

The County Administrator shall be appointed for a term of two (2) years, concurrent with the term of the Board of Supervisors as elected, pursuant to a majority vote of that Board.

SECTION 3. QUALIFICATIONS

1. Qualifications for Appointment:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business or Public Administration or a related field and two (2) years of management experience in a private or public business; OR

B) A Bachelor's Degree with four (4) years of management experience in a private or public business; OR

C) Ten (10) years of management experience in a private or public business.

2. Residency: The appointee shall be or become a resident of Washington County within 30 days of his or her appointment. Failure to become such resident, or to remain as such resident, shall be cause for dismissal by the Board of Supervisors without other or further notice.

SECTION 4. POWERS AND DUTIES

Without curtailing, diminishing or transferring the powers of any elective county official, the County Administrator shall be responsible for the overall administration of

county government. The County Administrator shall perform all the duties now and hereafter conferred or imposed upon the office by law and those directed by the Board of Supervisors and shall have all powers and perform all the duties necessarily implied or incidental thereto.

A. Among such powers, but not by limitation are:

1. To appoint such subordinates within the office as are authorized by the Board of Supervisors pursuant to the laws, rules and regulations of the Civil Services as appropriations made therefor.

2. To advise department heads and County officers as well as to coordinate the activities of County government to most effectively implement the directives of the Board of Supervisors.

3. To serve as an advisor to the Board of Supervisors and to develop policy and procedural recommendations for consideration of the Board.

4. To undertake administrative, personnel and management studies and submit to the Board of Supervisors reports and recommendations regarding governmental operations.

5. To maintain liaison and represent the Board of Supervisors in contacts with political subdivisions, State and Federal agencies.

6. To establish and maintain a County system of central purchasing and encumbrances and shall have the authority to examine and approve or disapprove for cause all purchase orders by which the County incurs all financial obligations.

7. To prescribe the form of financial reports, receipts, vouchers, bills or claims to be filed by all agencies, departments, officers or officials, institutions and other agencies or financial reporting entities of the County.

8. To assist the County Budget Officer in the preparation of the County budget and to be responsible for the administration thereof and to report to the Chairman of the Board and/or the County Budget Officer the status of such budget on a regular monthly basis indicating therein the position thereof relative to appropriations and revenues.

9. To recommend the placement of all County Insurance to include health, which shall be deemed necessary to protect the County, all of which shall be established within the appropriation established by the Board of Supervisors.

10. To participate in the conduct of collective negotiations with organized employee representatives.

11. To advise the Board Chairman and Chairman of the appropriate County committee on all matters pertaining to hiring or promotions relevant to budgeted positions.

12. To authorize within budgeted appropriations, attendance of all County Officers or employees at conferences, conventions or schools, exclusive of members of the Board of Supervisors.

13. To audit all County departments that maintain records of monies received in the conduct of their office and verify such audits with the central records of the County Treasurer.

14. To have such other powers as may now or hereafter be conferred or imposed by the Board of Supervisors.

B. In addition, the County Administrator shall have the following duties:

1. Attend all meetings of the Board of Supervisors and act as a resource advisor to all County committees when so requested.

2. Conduct periodic meetings of the department heads for the purpose of providing effective communications and efficient County operational procedures.

3. Such other duties as may now or hereafter be conferred or imposed by the Board of Supervisors.

SECTION 5. NO DIVESTITURE OF POWERS OF THE BOARD OF SUPERVISORS

Nothing contained herein shall operate to divest the Board of Supervisors of any of its functions, powers and duties.

SECTION 6. COOPERATION OF ADMINISTRATIVE HEADS

The heads of all administrative units and financial reporting entities of Washington County are hereby directed to cooperate with the County Administrator and to provide such assistance and information as the County Administrator may request.

SECTION 7. STATUS AND REMUNERATION

The position of County Administrator shall be full time and the salary to be paid such County Administrator shall be fixed by the Washington County Board of Supervisors.

SECTION 8. ACTING COUNTY ADMINISTRATOR

In the event there is no qualified subordinate authorized by the Board of Supervisors and appointed by the County Administrator, and in the event of the County Administrator's absence from the County or inability to perform and exercise the powers and duties of the office, the Chairman of the Board of Supervisors shall be the acting County Administrator. In the event of the Chairman's inability to serve, the Chairman, upon approval of the majority of the Board of Supervisors, may appoint an acting County Administrator. In no event may a person, other than the Chairman, serve as acting

County Administrator for a period greater than ninety (90) days unless authorized by a majority vote of the Board of Supervisors.

SECTION 9. PRIOR LAW SUPERSEDED

Local Law 3 of 1983 and Local Law 5 of 2006 are hereby superseded.

SECTION 10. SEVERABILITY

If any section, subdivision, paragraph, subparagraph, clause, or item of this title is for any reason held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 11. EFFECTIVE DATE

This act shall take effect immediately upon filing in the Office of the Secretary of State.