

Section 101.05. - The county administrator.

1. The county administrator shall be qualified by education, professional public service, and administrative and managerial ability. The administrator shall be responsible for the administration of all departments of the county except constitutional officers and their employees and the county attorney and staff. The administrator shall also be responsible for the proper administration of all affairs under the jurisdiction of the county. The county administrator need not be a resident of the county at the time of appointment, but during his or her tenure in office shall reside within the county. The administrator's authority and duty shall include, but not be limited to, the following powers and duties for areas under his jurisdiction:
  - a. Formulate and initiate overall policies for presentation to the board of county commissioners.
  - b. Administer and carry out the directives and policies of the board and enforce all orders, resolutions, ordinances, and regulations of the board in a fair, nondiscriminatory manner.
  - c. Provide the board, upon request, with data or information concerning county government and to provide advice and recommendations on county government to the board.
  - d. Supervise the care and custody of all county property.
  - e. Develop and implement a position classification and pay plan for all positions in county service.
  - f. Develop, install, administer, and maintain personnel and purchasing procedures.
  - g. Organize the work of county departments and determine the organization of same.
  - h. Select, employ, and supervise all personnel and fill all vacancies or positions.
    - i. Suspend, discharge, or remove any employee subject to applicable personnel rules.
  - j. Negotiate leases, contracts, and other agreements, including consultant services, for the county subject to the approval of the board and make recommendations concerning the nature and location of county improvements.
  - k. See that all terms and conditions and all leases, contracts, and agreements are performed and notify the board of any noted violation thereof.
  - l. Attend meetings of the board with authority to participate in the discussions of any matter.
- m. Establish county and employee incentive functions and to expend county funds for such purposes. This authorization shall include the right to spend money for employee awards, payments of the cost of employee functions, incentive programs, cash awards for incentive programs, supplying of materials, supplies, uniforms for county athletic teams, sick leave bonuses, retirement dinners or awards, and longevity awards.
- n. Prepare and submit to the commission the annual county budget and capital program which shall include in separate sections the budget prepared and presented by the elected county officers for the annual operations and capital programs of their offices. The administrator

shall execute that part of the budget placed in the administrator's charge in accordance with appropriations and ordinances adopted by the commission.

- o. Regularly examine the accounts, records, and operations of every county department, office or agency under his direction. The administrator shall make regular monthly reports to the commission on county affairs, keep the commission fully advised of the financial condition of the county, and make recommendations on county affairs as the administrator deems desirable.
- p. Represent the county and its interests with other units and levels of government.
- q. Perform any other duties as may be required by the board.
- r. Prepare the agenda for regular or special meetings of the commission and any workshop sessions.
- s. By letter filed with the commission, designate a qualified county administrative officer or county employee to exercise the powers and perform the duties of the administrator during the administrator's temporary absence or disability. Notwithstanding such designation, the commission may by resolution designate a qualified person to perform the duties of the administrator during the absence, disability or suspension of the administrator or during any vacancy in the office of administration.
- t. It is the intent of the commission to delegate no governmental power of the board of county commissioners as the governing body of the county pursuant to section 1(e), article VIII of the state constitution.
- u. The county administrator, or his designee, after proper coordination with interested entities and review by the county attorney, may execute on behalf of the county releases of side or rear lot easements that are unnecessary because of the joining of lots to form a building parcel. If the application for release of easement is denied, the applicant may appeal the decision to the board of county commissioners.

(Ord. No. 90-18, § 1, 9-18-90; Ord. No. 93-34, § 1, 11-9-93; Ord. No. 2012-034, § 2, 10-2-12; Ord. No. 2023-003, § 2, 2-7-23)