

COUNTY OF WARREN
LOCAL LAW NO. 3 OF 2007

**A LOCAL LAW AMENDING LOCAL LAW NO. 5 OF 1976, AS AMENDED
BY LOCAL LAW NO. 4 OF 2006, RELATING TO THE DEPARTMENT OF
ADMINISTRATIVE AND FISCAL SERVICES**

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York,
as follows:

Section 1. Title.

This law shall be entitled "A Local Law Amending Local Law No. 5 of 1976, as Amended by Local Law No. 4 of 2006, Relating to the Department of Administrative and Fiscal Services"

Section 2. Local Law Amended and/or Changed.

This Local Law amends Local Law No. 5 of 1976, by repealing paragraph (e) of Section 4, Section 5 and Section 6 and adding a new Section 5 and Section 6. This Local Law does not, however, affect any part of Local Law No. 6 of 2006 (indexed as Local Law No. 4 of 2006 by the Secretary of State), which also amended Local Law No. 5 of 1976, except that the new paragraph (h) added by Local Law No. 4 of 2006 shall now be lettered "(g)".

Section 3. Local Law No. 5 of 1976 Amended with Regard to Duties of Commissioner of Administrative and Fiscal Services.

Paragraph (e) of Section 4 of Local Law No. 5 of 1976, relating to the Department of Administrative and Fiscal Services supervision and administration of Purchasing, Stockroom, and Data Processing Services is hereby repealed, with the subsequent paragraphs to be re-lettered accordingly.

Section 4. Local Law No. 5 of 1976 Amended with Regard to Duties of Deputy Commissioner of Fiscal Services

Section 5 and 6 of Local Law No. 5 of 1976, relating to the Deputy Commissioner of Fiscal Services are hereby repealed and a new Section 5 and Section 6 are hereby added to read as follows:

Section 5. Deputy Commissioner of Fiscal Services

¹Within the Department of Administrative and Fiscal Services there shall be a Deputy Commissioner of Administrative and Fiscal Services who shall be appointed by

¹Underlining denotes new material, brackets denotes material to be deleted.

the Commissioner of Administrative and Fiscal Services after consultation with the Board of Supervisors concerning prospective appointees. The Deputy shall serve at the pleasure of the Commissioner. The Deputy shall be chosen on the basis of training and experience in the fields of administration and fiscal management. The person so appointed shall take the prescribed Oath of Office and furnish any required any official undertaking. The Deputy shall have the powers and duties of a Deputy as provided for in County Law Section 401 and the following duties:

- 1) Professional, administrative and managerial functions as directed by the Commissioner of Administrative and Fiscal Services.
- 2) Coordinating and monitoring of progress of county projects as directed by the Commissioner, which may include working with County Supervisors, Department Heads, Consultants and Engineers, as necessary.
- 3) Assisting in the preparation of the county budget, working with the Budget Officer, Commissioner of Administrative Fiscal Services and Deputy Commissioner of Fiscal Services.
- 4) Reviewing and approving transfer of funds in the absence of the Deputy Commissioner of Fiscal Services.
- 5) Performing all duties assigned to the Commissioner of Administrative and Fiscal services in the absence of the Commissioner. Examples include, but are not limited to, managerial functions as directed by the Board of Supervisors, enforcing policies and procedures to ensure smooth operations of all departments, responding to questions, receiving and giving status reports on ongoing issues, and attending a variety of meetings, including Board of Supervisors, committee meetings and department head meetings.

Section 6. Deputy Commissioner of Fiscal Services.

Within the Department of Administrative and Fiscal Services there shall be a Deputy Commissioner for Fiscal Services who shall be appointed by the Commissioner of Administrative and Fiscal Services, after consultation with the Board of Supervisors concerning prospective appointees. The Deputy shall serve at the pleasure of the Commissioner. The Deputy shall be chosen on the basis of training and experience in the field of fiscal management. The person so appointed shall take the prescribed Oath of Office and furnish any required official undertaking. The Deputy shall have the powers and duties of a deputy as provided for in County Law Section 401 and the following duties:

- 1) Performing financial functions as directed by the Commissioner of Administrative and Fiscal Services
- 2) Coordinating the fiscal affairs of the several departments and agencies of county government, including approving interfund

transfers and providing information by appropriate budgetary controls and the efficient and economical management of appropriated funds.

- 3) Preparing the county budget, working with the Budget Officer, Commissioner of Administrative and Fiscal Services and Deputy of Commissioner of Administrative and Fiscal Services
- 4) Performing such other duties as may now or hereafter be conferred by the Commissioner of Administrative and Fiscal Services.

Section 7. Effective Date.

This Local Law shall take effect immediately upon filing with the Secretary of State.