

**COUNTY OF WARREN, NEW YORK
LOCAL LAW NO. 3 OF 2010**

**A LOCAL LAW ESTABLISHING THE POSITION OF COUNTY ADMINISTRATOR
FOR THE COUNTY OF WARREN**

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

SECTION 1. Legislative Intent. The Warren County Board of Supervisors, heretofore having recognized the growing complexities of County Government and the resulting inadequacies of existing management procedures for the purpose of increasing the efficiency of management procedures, adopted Local Law No. 5 of 1976 establishing the Department of Administrative and Fiscal Services. The management procedures established by said Local Law No. 5 of 1976 have resulted in an increased efficiency in the governmental operations of Warren County. The County of Warren has continued to experience an increase in County governmental functions, significant annual budgets, significant increase in complex projects and activities undertaken and to be undertaken by the County, and ever more growing of complexities in the Administration and Management of County government. As a result thereof it has become increasingly evident that ever greater direction, control, and coordination of the County governmental functions is necessary for efficient administration of the various departments of County Government greatly increased in number and complexity by the many mandated programs on both the Federal and State level of government. It has become apparent that the several agencies, departments, and committees are in need of increased coordination in providing service to the people of Warren County and more direct liaison with each other or with the Board of Supervisors, and that the Board of Supervisors must assume a more efficient administrative control over the several boards, agencies, departments and advisory committees which have been or will be established to serve the needs of County Government.

SECTION 2. County Administrator. There shall be a County Administrator who shall be directly responsible to the Board of Supervisors and perform the functions of a chief administrative officer on behalf of the Board of Supervisors with the Board of Supervisors retaining the final administrative authority.

SECTION 3. Appointment; Qualifications. The County Administrator shall be appointed by the Board of Supervisors and shall serve at the pleasure of the Board. At the time of appointment, the County Administrator should possess a Juris Doctorate Degree, Masters in Business Administration or Masters in Public Administration and have at least five years experience as a County Department Head, County Attorney or equivalent experience in Federal, State, local government or private sector comparable position, or may have such other comparable educational training or professional experience or a combination thereof, and shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office.

SECTION 4. Powers and Duties. Without curtailing, diminishing, or transferring the powers of any elected County official, the County Administrator shall be responsible for the overall administration of County Government and shall provide and coordinate staff services to the Board of Supervisors, Chairman of the Board and its Committees. The County Administrator shall perform all the duties now and hereafter conferred or imposed upon the office by law and directed by the Board of Supervisors and shall have all powers and perform all the duties necessarily implied

or incidental thereto. Among such powers and duties, but not by way of limitation, are:

- (a) serve as an advisor to the Board of Supervisors and develop policy and procedural recommendations for consideration of the Board;
- (b) undertake research and submit to the Board of Supervisors reports and recommendations regarding governmental operations and projects or activities undertaken or proposed to be undertaken by the Board as he or she may deem appropriate or the Board of Supervisors may require, and provide such assistance to the Board and its Committees as may be requested by the Board;
- (c) work with the Budget Officer to develop and recommend a budget program that includes both long-range capital budgeting, debt issuance and repayment and annual operating capital budgets under the direction of the Board of Supervisors;
- (d) monitor the report on the impact of Federal and State changes that affect County Finances;
- (e) determine and report to the Board of Supervisors the financial and budgetary impact of proposed County directives, projects and policies;
- (f) execute and enforce all local laws, legalizing acts, ordinances, resolutions, programs and policies of the Board of Supervisors, and all other acts required by operation of law;
- (g) promulgate administrative directions and/or procedures implementing the provisions of the acts and resolutions of the Board of Supervisors;
- (h) determine in consultation with the Chairman of the Board, what officer shall perform a particular duty not clearly defined by law;
- (i) serve as liaison between the Board and the boards, commissions, and advisory committees established by the Board of Supervisors;
- (j) maintain liaison and represent the Board in contacts with the Office of County Treasurer, County Clerk, and Sheriff and with political subdivisions, State and Federal officials and agencies;
- (k) make recommendations for appointments by the Board of Supervisors for all non-elected heads of units of County Government;
- (l) to the extent not provided for by law, prescribe methods of accounting procedures for the County and its administrative agencies as he or she may deem necessary;
- (m) have oversight of all contracts, purchase orders, and other documents by which the County incurs financial obligations and oversight of whether moneys have been duly appropriated or provided for and allotted to meet such

- obligations and will be available when such obligations shall become due and payable;
- (n) prescribe the form of receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials, institutions, and other agencies of the County;
 - (o) advise Buildings and Insurance Committee relating to placement of all County insurance which shall be deemed necessary with the business and property of the County within appropriations set by the Board of Supervisors;
 - (p) provide for the administration of supporting services and facilities for the various units of County Government, including the supervision of central reproduction, mail room, and telephone and information technology operations;
 - (q) lead and/or participate in the conduct of collective negotiations with organized employee representatives;
 - (r) appoint such assistants within the office as may be authorized by the Board of Supervisors;
 - (s) have oversight, provide direction, evaluate and assess the operations, procedures, goals and objectives of the various County Departments such that their activities and operations are consistent with County general and specific directives, policies and goals and objectives and, from time to time as may be appropriate, report to the Board of Supervisors concerning the same;
 - (t) administer County fiscal affairs involving 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;
 - (u) have oversight and provide direction with County personnel matters and policies; and
 - (v) have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him or her by the Board of Supervisors.

SECTION 5. Nothing herein contained shall operate to divest the Board of Supervisors or any other elected Officer of any functions, powers and duties.

SECTION 6. The heads of all administrative units are hereby directed to cooperate with and be accountable to the County Administrator and to provide such assistance and information as the County Administrator may request.

SECTION 7. The salary to be paid such County Administrator shall be fixed by resolution of the Warren County Board of Supervisors.

SECTION 8. Acting County Administrator. The Chairman of the Board of Supervisors shall be the acting County Administrator 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 for an extended period. In the event of the Chairman's inability to serve as acting County Administrator, the Board of Supervisors shall appoint an acting County Administrator. In no event may a person serve as acting County Administrator for a period greater than sixty days in any calendar year unless authorized by the Board of Supervisors. The acting County Administrator shall have all the powers

and duties of the County Administrator during the period of his designation or until a new County Administrator shall be appointed pursuant to law and shall qualify to assume that office.

SECTION 9. County Administrative Staff. The staff of the County Administrator's office shall include such personnel as may be authorized from time to time by the Board of Supervisors, including but not limited to:

- (a) The position of Confidential Secretary to the County Administrator, subject to the provisions of applicable Civil Service Law, rules and/or regulations. The County Administrator shall appoint such Confidential Secretary, who shall serve at the County Administrator's pleasure.
- (b) There shall be an Assistant to the County Administrator who shall be appointed by the County Administrator and serve at the pleasure of the County Administrator. Assistant to the County Administrator 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 official undertaking. The Assistant to the County Administrator shall have the following powers and duties:
 - 1. Professional, administrative and managerial functions as directed by the County Administrator;
 - 2. Coordinating and monitoring of progress of county projects as directed by the County Administrator, which may include working with County Supervisors, Department Heads, Consultants and Engineers, as necessary;
 - 3. Assisting in the preparation of the county budget, multi year financial management and capital plans and assisting in the evaluation of County's fiscal position relative to the budget, working with the Budget Officer, County Administrator and Fiscal Assistant to the County Administrator;
 - 4. Undertake research and analysis of policy issues under consideration by the County and prepares recommendations as directed by the County Administrator;
 - 5. Assist County Administrator in implementing directives, programs and policies of the Board of Supervisors;
 - 6. Assist with Collective Bargaining negotiations; and
 - 7. Performing designated duties assigned to the County Administrator in the absence of the Administrator. 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.
- (c) Fiscal Assistant to the County Administrator. The position of Fiscal Assistant to the County Administrator who shall be appointed by the County

Administrator. The Fiscal Assistant to the County Administrator shall serve at the pleasure of the County Administrator. The Fiscal Assistant 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 Fiscal Assistant 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 County Administrator;
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, County Administrator and Assistant to the County Administrator; and
4. Performing such other duties as may now or hereafter be conferred by the County Administrator.

SECTION 10. Separability. If any clause, sentence, paragraph, section or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree, or order shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree, or order shall have been rendered and the remainder of this Local Law shall not be affected thereby and shall remain in full force and effect.

SECTION 11. This Local Law shall take effect on the first day of the month following the date of adoption and compliance with the requirements of law.