

Chapter 2.08

COUNTY ADMINISTRATIVE OFFICER

Sections:

- 2.08.010** Position created—Authority.
- 2.08.020** Appointment—Tenure—Noncivil service status.
- 2.08.030** Qualifications.
- 2.08.040** Powers and duties.
- 2.08.050** Manner of discharging duties.
- 2.08.060** Policymaking and contracting authority restricted.
- 2.08.070** Limitations on duties vested.
- 2.08.080** Appeal from Administrative Officer's decisions.
- 2.08.090** Salary and benefits.
- 2.08.100** Discharge from employment—Conditions.

2.08.010 Position created—Authority.

There is hereby created in the unclassified service of the County the position of County Administrative Officer. The County Administrative Officer shall have and exercise such authority, which is hereby expressly delegated to him by the Board of Supervisors, as is necessary to carry out and perform those responsibilities and duties with which he is charged in this chapter. [Ord. 1487, 1970; Ord. 545, 1958; prior code § 2.20.010].

2.08.020 Appointment—Tenure—Non-civil service status.

The County Administrative Officer shall be appointed by and serve under the direction and control of the Board of Supervisors, and shall serve at the pleasure of the Board. The County Administrative Officer shall not be a civil service employee. [Ord. 715, 1961; Ord. 545, 1958; prior code § 2.20.020].

2.08.030 Qualifications.

The County Administrative Officer shall be chosen upon the basis of education, experience, administrative ability and knowledge of the business affairs of County government. It is preferred that the person selected shall have not less than five years of responsible managerial experience requiring the planning and executing of administrative operations, the budgeting and control of expenditures, and the coordination of departmental functions. It is preferred that the officer also be a graduate of an accredited college or university, and that the officer have formal academic training, or equivalent experience in:

- (A) Public administration of personnel management;
- (B) Accounting, finance or budgeting; and
- (C) Public relations. [Ord. 3310 § 1, 1982; Ord. 1886, 1973; Ord. 715, 1961; Ord. 545, 1958; prior code § 2.20.050].

2.08.040 Powers and duties.

The County Administrative Officer shall have the following duties and responsibilities:

- (A) General.
 - (1) Administer and enforce policies established by the Board of Supervisors; promulgate rules and regulations as necessary to implement Board policies;
 - (2) Keep the Board of Supervisors informed of the financial status of the County and of other matters of major significance which affect the County;
 - (3) Refer important policy matters and other matters beyond his authority to resolve to the Board of Supervisors for determination, direction or authorization;
 - (4) Represent the Board of Supervisors in the County's intergovernmental relationships in accordance with Board policies and instructions; when directed, represent the Board in dealing with individuals or groups concerned with County affairs;
 - (5) Attend all meetings of the Board of Supervisors, except when excused; when directed, attend meetings of commissions and committees established by the Board of Supervisors;
 - (6) Supervise preparation of the agenda; evaluate departmental and other requests submitted to the Board and make recommendations to the Board;

(7) Supervise the County's legislative advocacy program, including both the initiation of legislation that will benefit the County and County government, and the analysis of proposed State and Federal legislation. Make appropriate recommendations to the Board of Supervisors;

(8) Subject to the limitations and procedures established by State law, negotiate, or supervise the negotiation of, and execute on behalf of the Board of Supervisors contracts which have been approved by the Board through budget adoption; be responsible for the administration of all County contracts and their faithful performance;

(9) Supervise the County's insurance and employee bond programs, and advise the Board of Supervisors of recommended changes;

(10) Maintain or supervise the maintenance of inventories of all the County's real and personal property; when County property is lost, stolen or damaged, take appropriate preventive and disciplinary action;

(11) Conduct continuous research in administrative practices so as to bring about greater efficiency and economy in County government; develop and recommend to the Board of Supervisors long-range plans to improve County operations and to prepare for future County growth and development;

(12) Exercise control of County government in extreme emergencies when there is not sufficient opportunity for the Board of Supervisors to act; hire necessary extra personnel and purchase necessary equipment to meet such emergencies.

(B) Budgetary Matters.

(1) Recommend to the Board of Supervisors an annual County operating budget, based on his evaluation of the work programs and projects proposed by the various departments, their requested personnel and equipment additions, and the County's construction and property acquisition programs;

(2) Recommend to the Board of Supervisors a proposed capital budget, based upon long-range plans for acquiring, constructing or improving buildings, roads and other County facilities; make recommendations to the Board on the acquisition and disposition of real property, except for road right-of-way which shall be the responsibility of the public works director;

(3) Establish a control system or systems to ensure that the various County departments and other agencies under the jurisdiction of the Board of Supervisors are operating within their respective budgets; make recommendations to the Board regarding requests for unforeseen and unbudgeted expenditures; approve fund transfers within appropriations and make recommendations to the Board on requests for fund transfers which require Board action under State law.

(C) Department Supervision.

(1) Supervise the performance of County departments by directing the establishment of standards and goals for quality and quantity of departmental performance and then measure the performance of individual departments against those standards and goals; assign projects, set priorities and establish deadlines for County departments, and scrutinize departmental expenditures to assure that they are necessary and proper;

(2) Evaluate all proposed departmental programs and recommend to the Board of Supervisors that they be approved, modified or denied; periodically evaluate existing departmental programs, and recommend changes to the Board where they are indicated;

(3) Evaluate departmental organization on a continuous basis; initiate changes in intradepartmental organization, structure, duties or responsibilities when warranted, including authorizing the transfer of personnel and equipment between departments within the limits prescribed by State law and directives of the Board of Supervisors; assign space to County departments in County facilities and authorize out-of-County travel in accordance with policies established by the Board;

(4) Evaluate department head performance; confer with department heads, as necessary, to discuss any shortcomings noted and to suggest remedial action; appoint, transfer and dismiss nonelective department heads who are not County officers appointed by the Board of Supervisors according to State law; provided, however, that the appointment or dismissal of the Assistant County Administrator/Planning Director by the County Administrative Officer shall be subject to confirmation by the Board of Supervisors. Recommend to the Board of Supervisors the appointment, transfer or dismissal of Board-appointed nonelective County officers;

(5) Where he deems it necessary or upon a department head's request, assist department heads in working out problems which either inhibit efficient operations within a department or create friction between departments.

(D) Employment Policies and Practices.

(1) Review all requests to fill permanent and temporary personnel positions to assure that the position is authorized and that salary funds are available. Authorize advanced step appointment beyond the fifth step of the salary schedule when warranted. Authorize payment for overtime within available funds;

(2) Be responsible, through supervision of the Personnel Director, for:

- (a) Development of and recommendation to the Board of Supervisors on the salary and fringe benefit structure for all civil service classifications, and for the department heads,
 - (b) Development and administration of employee incentive programs designed to improve employee morale,
 - (c) The overall administration of the employer-employee relations ordinance so that its various procedures are followed fairly and consistently by both management and employees,
 - (d) Development and direction of County safety program and training programs to improve County operations, including management development orientation and on-the-job training.
- (E) Civil Defense Director. Act as Civil Defense Director for the County and supervise all civil defense activities.
- (F) Clerk of the Board. Act as Clerk of the Board of Supervisors for the County and perform all the duties prescribed by law for the County Clerk as ex officio Clerk of the Board of Supervisors or for the Clerk of the Board of Supervisors; and perform all duties of the County Clerk under the provisions of the California Environmental Quality Act, including but not limited to the Notice of Determination provisions of Section 21152 of the Public Resources Code. [Ord. 4358 § 1, 1995; Ord. 4056 § 1, 1990; Ord. 3963 § 1, 1988; Ord. 3915 § 1, 1988; Ord. 3227 § 1, 1982; Ord. 2908, 1980; Ord. 2846, 1980; Ord. 2802, 1979; Ord. 2800, 1979; Ord. 2506, 1977; Ord. 2264, 1976; Ord. 1732, 1972; Ord. 1487, 1970; Ord. 545, 1958; prior code § 2.20.060].

2.08.050 Manner of discharging duties.

In the discharge of his duties, the County Administrative Officer shall at all times exercise the highest degree of tact, patience and courtesy in his contacts with the public and with all County departments, boards, commissions, officers and employees, and he shall expend every effort to establish and maintain a harmonious relationship between the Board of Supervisors and County departments and their officers and employees, to the end that the highest standards of public service be maintained. [Ord. 545, 1958; prior code § 2.20.080].

2.08.060 Policymaking and contracting authority restricted.

The County Administrative Officer shall not exercise any policymaking or legislative functions whatsoever, nor shall said officer attempt in any way to bind the County by contract or otherwise without first having obtained express authority of the Board of Supervisors. [Ord. 545, 1958; prior code § 2.20.070].

2.08.070 Limitations on duties vested.

No provision of this chapter is intended to vest in the County Administrative Officer any duty now conferred by any existing law on any other County officer, board, commission or employee. [Ord. 545, 1958; prior code § 2.20.090].

2.08.080 Appeal from Administrative Officer's decisions.

Any department head or presiding officer of any board or commission who is dissatisfied with any decision of the County Administrative Officer that affects such department, board or commission, may appeal such decision to the Board of Supervisors after submitting a written notice to the County Administrative Officer of his intention to do so and the general reasons therefor. Any such notice of appeal by a department head must be made within 15 days after the decision appealed from was communicated to the department head. Notice of appeals by presiding officers of boards or commissions must be made within five working days after the next regular board or commission meeting following receipt of the decision appealed from. [Ord. 1487, 1970; prior code § 2.20.062].

2.08.090 Salary and benefits.

The salary of the County Administrative Officer shall be paid in installments by the Auditor-Controller in the same manner as the salaries of other County employees are paid. The County Administrative Officer is entitled to all of the benefits conferred upon other County employees relating to sick leave, vacation, holidays, and mileage and travel expenses, and by the State Employees Retirement System in which the County participates as a contracting agency. [Ord. 715, 1961; Ord. 545, 1958; prior code § 2.20.040].

2.08.100 Discharge from employment—Conditions.

The County Administrative Officer may be discharged and his appointment terminated by formal action of the Board of Supervisors. Upon the effective date of discharge as fixed by the Board of Supervisors, the person discharged shall cease to act as County Administrative Officer and shall have no further authority or duty under any provision of this code. [Ord. 3963 § 2, 1988; Ord. 715, 1961; Ord. 545, 1958; prior code § 2.20.030].