A local law Establishing the Office of County Administrator for the County of Steuben. (Insert title)

Be it enacted by the COUNTY LEGISLATURE of the (Name of Legislative Body) as follows:

SECTION 1. Legislative Intent

It is the purpose and intent of this local law to provide administrative assistance to the County Legislature, in order to provide uniformity in the day to day handling and management of county affairs. It is not the purpose or intent of the County Legislature in the adoption of this local law to in any way change the present structure of county government or to in any manner delegate to any department or to any other officer or employee of county government any legislative function.

SECTION 2. County Administrator Appointment, Term of Office

On or after February 29, 1984 there shall be a County Administrator who shall be directly responsible to the County Legislature and perform the functions of a chief administrative officer on behalf of the County Legislature, with the County Legislature retaining the final administrative authority. The County Administrator shall be appointed and serve at the pleasure of the County Legislature.

The initial term of appointment shall be three (3) years and all terms thereafter shall be two years. In the event of the passage of a county charter the term of appointment of the County Administrator shall automatically terminate on the effective date of said charter.
SECTION 3. QUALIFICATIONS

At the time of appointment, the County Administrator shall possess a Bachelor's Degree and at least four (4) years experience, said experience shall be in the fields of business administration and/or public administration, 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 County Legislature, Chairman of the Legislature, and its Committees. A copy of a PROPOSED job description, subject to Civil Service Commission review, is annexed hereto as Schedule I and made a part hereof. The County Administrator shall perform all the duties now and hereafter conferred or imposed upon the office by law and directed by the County Legislature 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:

1. Work in conjunction with and coordinate the activities of County Department heads and the administration of all units of County Government to most efficiently implement the directives of the Board;
2. Shall have general supervision of all County Departments, Boards, etc., and all Departments and agency heads shall be responsible and report to the County Administrator;
3. Determine in consultation with the Chairman of the Legislature what officer shall perform a particular duty not clearly defined by law or this Code;
4. Administer all local laws, legalizing acts, ordinances, and resolutions of the County Legislature and all other acts required by operation of law;
5. Serve as an advisor to the County Legislature and develop policy and procedural recommendations for consideration of the Legislature;
6. Undertake research and submit to the County Legislature, Boards and recommendations regarding governmental operations as he/she may deem appropriate or the County Legislature may request, and provide such assistance to the Legislature and its committees, as may be requested by the Legislature;
7. Serve as liaison between the Legislature and the Boards, Commissions and Advisory Committees established by the Legislature;
8. Maintain liaison and represent the Legislature in conjunction with the Chairman of the Legislature, in contact with political subdivisions, State and Federal officials and agencies;
9. Make recommendations for appointments by the County Legislature for all heads of units of County Government;
10. Prescribe the form of records, vouchers, bills or claims to be filed by all administrative agencies, departments, offices, officials, institutions and other agencies of the County;
11. Assist the Budget Officer of the County in the preparation of the Budget of the County, including but not limited to the development and recommendation of a budget program that includes long-range capital budgeting and annual operating
12. Recommend to the appropriate County Legislative Committee the placement of all County insurance which shall be deemed necessary with the business and property of the County within appropriations set by the County Legislature.

13. Provide for the administration of supporting services and facilities for various units of County Government, including the supervision of central reproduction, mail room and telephone operations.

14. Participate in the conduct of collective negotiations with organized employee representatives.

15. Have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him/her by the County Legislature.

16. Appoint such assistants within the office of County Administrator as may be authorized by the County Legislature.

SECTION 6. ACTING COUNTY ADMINISTRATOR

The Chairman of the County Legislature 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. In the event of the Chairman’s inability to serve as acting County Administrator, the Chairman, with the approval of the County Legislature, shall appoint an acting County Administrator. In no event, may a person serve as acting County Administrator for a period greater than sixty (60) days in a calendar year unless authorized by the County Legislature. The acting County Administrator shall have all the powers and duties of the County Administrator during the period of his/her designation or until a new County Administrator shall be appointed pursuant to law and shall qualify to assume that office. The Chairman of the Legislature shall not serve as Acting County Administrator pending the initial appointment of an individual to the position of County Administrator.

SECTION 7. COMPENSATION

The compensation of the County Administrator shall be set by the County Legislature and shall depend on the degree to which the County Administrator meets the qualifications heretofore established and his/her work related experience. In no event shall the annual compensation be less than $28,054 nor more than $38,694.
Distinguishing features of the class: The work involves responsibility for assisting the County Legislature by developing, implementing, and enforcing legislative directives and policies. The work is carried out in accordance with guidelines and within the parameters established by the County Legislature and involves directing the heads of operating departments in the implementation of the directives of the Legislature; researching, recommending, and carrying out operational changes approved by the Legislature; representing the Legislature in contacts with political subdivisions and State and Federal officials and agencies; and administering such general support services for operating departments as are assigned by the Legislature. Work is performed under the direct supervision of the Legislature, with broad leeway allowed the incumbent for planning and enforcing the details of implementation of Legislative directives. Direct supervision is exercised over the activities of operating department heads and whatever support staff may be assigned to the incumbent. Does related work as required.

Typical Work Activities:

Directs the heads of all County operating departments in the efficient implementation of the directives of the County Legislature;
Acts as official liaison between the heads of County operating departments and the County Legislature;
Enforces the implementation of all local laws, legalizing acts, ordinances, and resolutions which are passed by the County Legislature as well as all general and special laws which affect the operation of County government;
Serves as chief advisor to the County Legislature in the development, implementation, and on-going modification of policies and procedures;
Performs research tasks assigned by the Legislature and submits recommendations regarding any modifications needed for more efficient governmental operations;
In conjunction with the Chairman of the County Legislature, represents the Legislature in contacts with political subdivisions, State and Federal officials and agencies;
Screens, interviews, and recommends to the Legislature the names of prospective appointees to fill vacant department head positions, with such Competitive and Non-competitive appointees being selected from among those candidates who have first certified by the Civil Service Commission as meeting whatever qualifications have been established for the positions;
Assists and advises the Finance Committee in prescribing 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;
At the direction of the Legislature, directs and monitors the activities of the Budget Director in the preparation of the County Budget, including but not limited to assisting in the development and recommendation of a budget program which includes long-range capital budgeting and annual operating capital budgets;
Assists and advises the appropriate Legislative Committee in determining the most efficient and feasible placement of County insurance;
Administers the provision of general supporting services for all County operating units, including central reproduction, mail room and telephone operations;
Provides input into the collective bargaining process by developing and recommending terms and conditions which the County Legislature is willing to agree to.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Comprehensive knowledge of techniques and processes utilized to develop and implement County governmental policies and procedures; thorough knowledge of the duties, responsibilities and powers bestowed upon a County Legislature or Board of Supervisors; thorough knowledge of the provisions of County Law affecting the conduct of governmental affairs; good knowledge of the principles and practices of public administration as applied to a County setting; working knowledge of the activities of typical County operating departments; skill in the conveyance of directives to operating officials; skill in the interpretation of laws, rules, and regulations; ability to plan, direct, and supervise the enforcement of directives; ability to convey information effectively both orally and in writing; ability to secure the cooper-
time of a wide variety of individuals; ability to deal with the public and governmental officials on all levels with tact and courtesy; ability to prepare reports; initiative and resourcefulness; good address; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally-accredited or New York State registered college or university with a Bachelor’s Degree and four years of full-time paid experience which shall have involved responsibility for the development, implementation, and enforcement of policies, rules and regulations.
SECTION 8._SEPARABILITY

If any clause, sentence paragraph or section of this local law shall be adjudged by any Court of competent jurisdiction to be invalid, such judgement shall not impair or invalidate the remainder hereof, but shall be confined in its operation to the clause, sentence, paragraph or section directly involved in the controversy in which judgement shall have been rendered.

SECTION 9._EFFECTIVE_DATE

This local law shall take effect immediately upon passage.
1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. ___________ of 19__

County of ________________ was duly passed by the ________________
County Legislature

on ________________ 19__. in accordance with the applicable provisions of law.

2. (Passage by local legislative body with approval or no disapproval by Elective Chief Executive Officer, or repassage after disapproval.)

I hereby certify that the local law annexed hereto, designated as local law No. ___________ of 19__

County of ________________ was duly passed by the ________________

City of ________________ was duly passed by the ________________

Village ________________

on ________________ 19__ and was approved by the ________________

Elective Chief Executive Officer

and was deemed duly adopted on ________________ 19__, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. ___________ of 19__

County of ________________ was duly passed by the ________________

City of ________________ was duly passed by the ________________

Town ________________

Village ________________

on ________________ 19__ and was approved by the ________________

Elective Chief Executive Officer

on ________________ 19__. Such local law was submitted to the people by reason of a mandatory permissive referendum, and received the affirmative vote of a majority of the qualified electors voting general thereon at the special election held on ________________ 19__, in accordance with the applicable annual cable provisions of law.

4. (Subject to permissive referendum, and final adoption because no valid petition filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. ___________ of 19__

County of ________________ was duly passed by the ________________

City of ________________ was duly passed by the ________________

Town ________________

Village ________________

on ________________ 19__ and was approved by the ________________

Elective Chief Executive Officer

on ________________ 19__. Such local law being subject to a permissive referendum and no valid petition requesting such referendum having been filed, said local law was deemed duly adopted on ________________ 19__, in accordance with the applicable provisions of law.

*Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairman of the county legislative body, the mayor of a city or village or the supervisor of a town, where such officer is vested with power to approve or veto local laws or ordinances.
5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. ______________ of 19____ of the City of ________________, having been submitted to referendum pursuant to the provisions of § 36 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the special general election held on _________________. 19_______ became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as Local Law No. ______________ of 19_______ of the County of ________________, State of New York, having been submitted to the Electors at the General Election of November ________________, 19_______, pursuant to subdivisions 5 and 7 of Section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph ________________ above.

Clerk of the County legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: May 24, 1984

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized Attorney of locality.)

STATE OF NEW YORK

COUNTY OF ________________ STEUBEN ________________

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

Signature

COUNTY ATTORNEY ________________

Date: May 24, 1984

County

Town

Village