

Proposed Local Law No. 7 of the Year 2002

A local law establishing the office of County Administrator for the County of Cortland

Be it enacted by the Legislature of the County of Cortland as follows:

SECTION 1. Legislative Intent

The Personnel Committee having found that increased direction, control and coordination of County governmental functions would provide a more efficient administration of the various departments and agencies of Cortland County. The County of Cortland is being increasingly required to administer various programs which are either unfunded or not adequately funded by the State and Federal governments. Such mandates, together with the revenue constraints of the County, requires the best administration possible. It is the purpose and intent of this local law to provide administrative assistance to the Cortland County Legislature, in order to provide uniformity in the day-to-day handling and management of the County affairs. It is not the purpose or intent of the Cortland County Legislature in the adoption of this local law to curtail, diminish, transfer or divest the Legislature of Cortland County of any of its functions, powers or duties.

SECTION 2. Appointment, Term Of Office

A. There shall be a County Administrator who shall be directly responsible to the County Legislature and, on behalf of the County Legislature, shall perform the functions of a chief administrative officer, with the County Legislature retaining the final

administrative authority. The position of County Administrator shall be unclassified for Civil Service purposes.

B. The County Administrator shall be appointed by the County Legislature. The County Administrator shall serve at the pleasure of the County Legislature.

SECTION 3. Qualifications

A. At the time of appointment the County Administrator shall have the following training and/or experience.

1. Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Master's Degree in Public Administration or Business Administration and four (4) years of paid full-time experience in the field of public or business administration; OR
2. Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree in Public Administration or Business Administration and six (6) years of paid full-time experience in the field of public or business administration; OR
3. Ten (10) years of paid full-time experience in the field of public or business administration or industrial enterprise; OR
4. An equivalent combination of training and experience as defined by the limits of 1, 2, and 3 above.

The County Administrator shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office.

B. The appointee's domicile need not be in Cortland County at the time of appointment but shall become so within ninety (90) days of the appointment and remain so during his or her term of office. Failure to be domiciled or to remain so in Cortland

County as stated herein shall be cause for dismissal by the County Legislature without other or further notice.

SECTION 4. Salary

The County Administrator shall receive an annual salary to be fixed by the County Legislature.

SECTION 5. Powers And Duties

Without curtailing, diminishing or transferring the powers of any elected or appointed 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, the Chairman of the Legislature and the Committees of the Legislature. 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 the powers and perform all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are the following:

- A. To appoint such personnel within the office as may be authorized by the County Legislature.
- B. Prepare the tentative County budget and present it to the Finance and Administration Committee for approval and then to the full Legislature for final adoption.
- C. Prescribe the form of financial reports, receipts, vouchers, bills, or claims to be filed by all agencies, departments, officers, officials, institutions, and other agencies of the County.
- D. Conduct a pre-audit of all claims submitted for payment against the various funds of the County and submit any recommendations thereto to

the Chairman of the Finance and Administration Committee prior to the date set forth for the audit of County claims.

- E. Audit all County departments that maintain records of monies received in the conduct of their department and verify such audits with the central records of the County Treasurer.
- F. Research and identify sources of Federal and State revenues and assist in planning and development of applications for Federal and State aid, grants, etc.
- G. Maintain liaisons and represent the County Legislature in contacts with political subdivisions, State and Federal officials and agencies.
- H. Coordinate the administrative functions of the departments of County government and serve as liaison between County Legislature and County departments, agencies, special improvement districts, boards, commissions, and advisory committees established by the Legislature.
- I. Conduct regular meetings with all department heads in order to assure the smooth implementation of Legislature policies and procedures.
- J. Perform professional, administrative, and managerial functions (including management audits) as directed by the County Legislature. Develop and enforce County policies and procedures to ensure smooth operation of all departments. Monitor the department heads of all County departments. Perform personnel functions of assigning and monitoring work, conducting performance appraisals, authorizing time off, disciplining employees, resolving personnel problems, etc. Recommend to the Legislature the appointment and/or dismissal of all non-elected department heads. Provides general supervision to all County department heads, except as otherwise required by law.
- K. Participate in all labor relations activities including collective bargaining, contract administration, and grievance proceedings. Provide to the Legislature data analysis needed for policy consideration, including collective bargaining. Sit as a member of the management team in all collective bargaining activities. Formulate data to measure the impact of Legislative proposals and decision on the tax base and economic development goals established by the Legislature. Aid the Legislature in evaluating proposals and make recommendations concerning the proposals. Serve as an advisor to the Legislature in developing policies and procedures that promote economy and efficiency in government; undertake administrative and management studies and make recommendations regarding the results thereof to the Legislature.

- L. Attend meetings of the County Legislature and its committees; undertake such research and submit to the Legislature such reports and recommendations as it may from time to time request. Assist the Legislature in the development of policies, procedures, and goals.
- M. Establish and maintain as its agent a uniform purchasing system to provide for the purchase, sale, rental, and servicing of all supplies, materials, equipment, and services for the County and its departments, including inspection, supervision, and determination as to quality and conformity with specifications and compliance therewith.
- N. Provide the overall administration of County government, coordinating services provided by County employees to the County Legislature, the Chairman of the Legislature, and the Legislature's Standing, Special, and Ad Hoc committees.
- O. To have such other powers and perform such other duties as may now or hereafter be conferred or imposed by the County Legislature.

SECTION 6. Acting County Manager

The Chairman of the 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 Legislature, 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 Legislature. The acting County Administrator shall have all powers and duties of the County Administrator during the period of his or her designation or until a new County Administrator shall be appointed, pursuant to law, and shall qualify to assume that office.

SECTION 7. No Divestiture Of Powers And Duties Of Legislature

Nothing contained in this local law shall operate or be construed to divest the County Legislature of Cortland County of any of its functions, powers and duties.

SECTION 8. Severability of Provisions

If any clause, sentence, paragraph, subdivision, 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 have been rendered.

SECTION 9. Conflict With Previous Local Laws And Resolutions

In the event of a conflict or inconsistency between this local law and any previous local law or resolution of the County Legislature, this local law shall govern.

SECTION 10: Effective Date

This local law shall take effect when all applicable statutory requirements for its passage and adoption have been complied with fully and it has been duly filed as provided by the Municipal Home Rule Law.