

(Please Use this Form for Filing your Local Law with the Secretary of State)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County
~~City~~ of Montgomery.....
~~Town~~
~~Village~~
Local Law No.1..... of the year 19 ..84.....

A local law amending Local Law No. 1 of 1978 and Local Law No. 2 of 1983 which
.....
(Insert title)
..... created the Office of County Administrator

Be it enacted by the Montgomery County Board of Supervisors..... of the
(Name of Legislative Body)

County
~~City~~ of Montgomery..... as follows:
~~Town~~
~~Village~~
XXXXXX

Section 1. 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 which shall nonetheless retain final administrative authority. Such office shall be in the unclassified services of the civil service.

Section 2. APPOINTMENT. Qualifications. The County Administrator shall be appointed by the Board of Supervisors for a four year term. At the time of appointment the County Administrator shall possess at least six years of education or training or experience in any combination in the fields of public or business administration and be able to demonstrate a working knowledge of the organization and structure of County government. The County Administrator shall also be recommended by the Qualifications Committee established by this Local Law.

Section 3. POWERS AND DUTIES. There shall be no curtailment, diminution or transfer of any powers of any elected official to the County Administrator. The County Administrator shall be responsible for the overall administration of the County government. In addition, the County Administrator shall have the following powers and duties:

- (a) Shall serve as the County Budget Officer and be responsible for the preparation and administration of the budget of the County.
- (b) Shall appoint such personnel within his or her office as may be authorized by the Board of Supervisors.
- (c) Shall advise department heads and officers as well as to coordinate the activities of County Government to most effectively implement the directives and policies of the Board of Supervisors.
- (d) Shall undertake administrative and management studies and submit to the Board of Supervisors reports and recommendations regarding governmental operations as he or she may deem appropriate or the Board of Supervisors may request.

(If additional space is needed, please attach sheets of the same size as this and number each)

- (e) Shall make recommendations for appointments by the Board of Supervisors for all heads of units or County Government.
- (f) Shall execute all directives of the Board of Supervisors and cause enforcement of the Board as well as local laws enacted in the County.
- (g) Shall serve as an advisor to the Board of Supervisors and develop policy and procedural recommendations for consideration of the Board which will promote economy and efficiency in the operation of the County Government.
- (h) Shall maintain liaison and represent the Board in contacts with political subdivisions, State and Federal officials and agencies.
- (i) Shall supervise and direct the Purchasing Agent, Data Processing Director, Planner, Planner Trainee, and Sealer of Weights and Measures.
- (j) Shall have the authority to examine and approve or disapprove all purchase orders and other documents by which the County incurs financial obligations, having ascertained before approval that 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, and record such obligations of the respective appropriations for which such obligations are to be paid.
- (k) Shall prescribe the form and procedure of all financial reports, receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials, institutions and other agencies of the County.
- ✓ (l) Shall secure quotations and contract of all County Insurance coverages which shall be deemed necessary for the protection of the County against losses of any nature after determination by the Board of Supervisors of the amount of any such policies of insurance and the nature of the risks to be covered by such insurance.
- (m) Shall conduct all collective negotiations and labor management committees with organized employee representatives.
- (n) Shall be responsible for the preparation of grant proposals and applications.
- (o) Shall advise the Chairman of the Board of Supervisors on all matters pertaining to the Authorization of Hiring or Promotion of Budgeted Positions, Grant Applications or Proposals, Authorizations to Attend Conferences, Conventions and Schools.
- (p) Shall authorize the transfer of funds within a Departmental Budget. All such authorized transfers shall be reported to the Board of Supervisors within thirty days after the transfer is made.
- (q) Shall appoint a confidential secretary who shall serve at his or her pleasure, and who shall be paid out of the funds appropriated for that purpose.
- (r) Shall have such other powers and perform such other duties as may now or hereafter be conferred upon him by a resolution or resolutions of the Board of Supervisors.

Section 4. DEPUTIES

(a) The County Administrator shall have the power to appoint a Deputy County Administrator. Every appointment of a deputy shall be in a writing filed and recorded in the Office of the County Clerk.

(b) The term of office of a deputy appointed hereunder shall coincide with that of the County Administrator, provided that any such appointment may be revoked at any time by the County Administrator by written revocation filed with the County Clerk. The position of deputy administrator shall be in the exempt class of the civil service.

(c) The Deputy County Administrator shall perform such duties pertaining to the Office of County Administrator as the County Administrator may direct. The County Administrator may from time to time delegate to the deputy any of his powers and duties by a writing filed with the Clerk of the Board of Supervisors and the County Clerk. Such delegation may be modified or revoked by the County Administrator at any time in the same manner. Upon such delegation of powers and duties to the deputy, the deputy shall be vested with such powers and duties as are delegated, to the same extent as the County Administrator.

Section 5. ACTING COUNTY ADMINISTRATOR. The Deputy County Administrator 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 Deputy County Administrator's inability to serve as acting county administrator, the Chairman, with the approval of 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 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 6. QUALIFICATIONS COMMITTEE. The Board of Supervisors shall, in selecting a County Administrator first appoint a special advisory committee on qualifications of seven members consisting of two supervisor-members from each of the two major political parties and three members selected from the electorate at large with not more than four members in all from any major political party. This committee shall interview and assess the qualifications of all applicants for the position and shall make recommendations to the Board of Supervisors with regard to the qualifications of all applicants.

Section 7. NO DIVESTITURE OF POWERS OR DUTIES OF BOARD. Nothing contained in this Local Law shall operate or be construed to divest the Board of Supervisors of the County of Montgomery of any of its functions, powers and duties.

Section 8. SEPARABILITY OF PROVISIONS. If any of the provisions of this Local Law or the application thereof to any person or circumstances is held invalid, the remainder of this Local Law and the application thereof to either persons and circumstances shall not be affected thereby. If any term of office created thereunder is deemed invalid by the length of such term of this law shall be construed to provide for the maximum term permitted by law for such office.

Section 9. WHEN TO TAKE EFFECT. 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 filed in the Offices of the Secretary of State.