

**Adopted October 24, 1994**

## **ADMINISTRATOR ORDINANCE**

Be it ordained by the Board of Commissioners of Evans County, Georgia, and it is hereby ordained by the authority of same that with respect to County administration, the following ordinance is hereby adopted.

**Section 1.** The County Administrator of Evans County shall be appointed by a majority vote of the Board of Commissioners to perform duties in accordance with the Georgia Constitution art. IX, §1, ¶1, applicable Georgia laws, and the duties contained herein. The Administrator shall assume such other duties as assigned by the board from time to time and as contained in any job description for the position as may be adopted by the board and as same may be amended.

**Section 2.** The County Administrator shall be chosen by the Board of Commissioners solely upon the basis of executive and administrative qualifications with specific reference to actual experience in or knowledge of accepted practices in respect to the duties of the office as set forth in this Ordinance or as further defined by the board. No member of the Board shall be appointed Administrator during the term of office for which he is elected.

**Section 3.** The chairman of the Board of Commissioners shall continue to be the Chief Executive Officer of the County and the Board shall continue to be the executive entity of the County. It shall be the duty of the board to set overall executive policy and procedures for the County. The County Administrator shall be the Chief Administrative Officer of the County and head of the administrative branch of County government. The Administrator shall be responsible to the Board for the proper and efficient administration of all affairs of the County over which the Administrator is responsible. It shall be the duty of the Administrator to:

- (1) Hire, discharge or suspend, in accordance with the ordinances, policies and rules adopted by the Board, all officers and employees of the County under the jurisdiction of the board; provided, however, the County attorney and the outside auditor shall be appointed and removed by action of the Board.
- (2) Supervise the administration of the affairs of the County and to see that all ordinances, resolutions, regulations and policies of the Board are faithfully executed and enforced.

(3) Exercise administrative control over all departments or divisions of the County government under the jurisdiction of the Board.

(4) Act as budget officer and to submit, subject to requirements established by the Board, an annual budget for consideration and adoption by the Board of Commissioners.

(5) Keep the Board fully advised as to the financial condition and needs of the County.

(6) Supervise and direct the official conduct of all County officers and department heads appointed by the Administrator.

(7) Attend all meetings of the Board with the right to enter into discussion, provided the Administrator shall have no vote.

(8) Be the chief purchasing agent for the County and shall establish policies and procedures for procurement of all supplies and materials required by the County. This duty shall be fulfilled by either the Administrator or his/her authorized designee. All purchase orders and contracts obligating the County for sums of less than \$2,500.00 may be executed by the Administrator. All contracts or purchase orders obligating the County for the expenditure of sums in excess of \$2,500.00 shall, with Board approval, be executed by the Chairman of the Board or such other member of the Board as may be specified by ordinance.

(9) Administer the construction and maintenance of all roads and bridges under the jurisdiction of the County subject to any limitations and restrictions as provided herein and as may be hereinafter adopted by the Board.

**Section 4.** The Board of Commissioners shall have full authority to assign additional responsibilities to the County Administrator or to restrict or modify the responsibilities previously assigned. The modifications in responsibilities as contemplated herein may be established by the Board by ordinance, written directives to the Administrator, modification of job descriptions or by such other method as may be determined by the Board consistent with good management practices.

**Section 5.** The County Administrator shall serve in accordance with an agreement between the Administrator and the Board.

**Section 6.** The County Administrator shall be required to execute and deliver a good and sufficient bond payable to the County, such bond to be approved by the Board of Commissioners and conditioned upon the faithful

performance of the duties of the Administrator. The amount of the bond shall be determined from time to time by the Board and the cost of procurement of the bonds shall be the responsibility of the County. The bond shall be delivered to the Board within five (5) days of the Administrator assuming the duties of office and shall be filed by the Chairman of the Board in the office of the Clerk of the Superior Court of the County.

**Section 7.** All actions of the County Administrator shall be taken and performed consistent with and in compliance with all federal and state laws, local ordinances and policies and directives as may be established by the Board of Commissioners.