

LOCAL LAW 5 FOR THE YEAR, 2006
Introduced by Supervisors Shay, Pulver, Brown, Cosey, Aubrey

A LOCAL LAW SUPERCEDING LOCAL LAW NO. 3 OF 1983 PROVIDING FOR THE DUTIES AND POSITION OF COUNTY ADMINISTRATOR FOR THE COUNTY OF WASHINGTON.

BE IT ENACTED, by the Board of Supervisors of the County of Washington as follows:

Section 1: Appointment:

There shall be a County Administrator who shall be directly responsible to the Board of Supervisors of Washington County and shall perform the functions of a Chief Administrative Officer on behalf of the Board of Supervisors with such Board retaining the final administrative authority. All actions taken pursuant to Local Law No. 3 of 1983 hereby retain full force and effect under this law.

Section 2: Term of Appointment:

The County Administrator shall be appointed for a term of two (2) years concurrent with the term of the Board of Supervisors making the appointment thereof, and shall be appointed by majority vote of the Board.

Section 3: Qualifications:

Candidates for the position of County Administrator shall have:

1. A Bachelors or Masters degree from an accredited college or University in Accounting and/or Business Management.
2. At least six years of full-time paid experience in the field of Public Administration. Such experience shall be in a position which reflects a high degree of responsibility for Governmental operations and the field of Accounting and Business Management.
3. Comprehensive knowledge of the operations of County Government; thorough knowledge of the principles and practices of Administration including personnel methods and procedures and budgeting; good knowledge of records control; good knowledge of the principals of accounting, budgeting, purchasing and auditing; ability to plan, organize and direct the activities of others; and the ability to communicate effectively both orally and in writing with others with which he/she must associate in the performance of the duties of the office.
4. The appointee shall be or become a resident of Washington County within 30 days of his or her appointment. Failure to become such resident, or to remain as such

resident, shall be cause for dismissal by the Board of Supervisors without other or further notice.

Section 4: Powers and Duties:

The Powers and Duties of the Office of the Administrator shall be set by the Director of Personnel/Civil Service in compliance with their rules without curtailing, diminishing or transferring the powers of any elective county official. The County Administrator shall perform all the duties now and hereafter conferred or imposed upon the office by law or as directed by the Board of Supervisors and shall have all powers and perform all the duties necessarily implied or incidental thereto.

Section 5. Acting County Administrator:

The Chairman of the Board of Supervisors shall be the acting County Administrator in the event of the County Administrator's absence for the County or inability to perform and exercise the power 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 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 in any calendar year 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. Separability:

If any clause, sentence, paragraph, 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 shall have been rendered and the remainder of this Local Law shall not be affected thereby and shall remain in full force and effect.

Section 7. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State of the State of New York.