Resolution No. R-2010-6

RESOLUTION OF THE BOARD OF ELLIS COUNTY COMMISSIONERS

Pursuant to K.S.A. 19-3a02, the Board of County Commissioners are authorized to establish the office of County Administrator, and

WHEREAS, in addition to establishing the office of County Administrator to provide for the efficient, effective, ethical and responsible administration of County services and programs, it is also desirable to approve a job description defining the duties and responsibilities of the office of County Administrator.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ELLIS COUNTY, KANSAS, that:

Section 1. ***Establishment of the Office of County Administrator.*** The Board of County Commissioners of Ellis County, Kansas herein establish the office of County Administrator to be appointed hereafter by the Board of County Commissioners who shall determine the compensation and benefits of the position. The County Administrator shall be appointed yearly thereafter and shall work at the pleasure of the Board of County Commissioners. The County Administrator shall not be considered an employee as defined in the Ellis County Personnel Policy Manual.

Section 2. ***Ellis County Administrator Position Description.*** The County Administrator is the chief administrative officer of the County and is responsible to the Board of County Commissioners for the effective administration of all governmental affairs of the County which legally may be placed in his/her charge. The County Administrator shall implement and enforce all policies, rules, and regulations adopted by the Board of County Commissioners. Notwithstanding the provisions of K.S.A. 19-3a04, the Board of County Commissioners determines that the duties and responsibilities of the County Administrator are as follows:

1. Responsible for the administration of the affairs of the County; assures that the state and federal laws, and County resolutions and policies are enforced:

2. Serves as the chief financial officer for the County with duties that include:

    a. prepares, in consultation with County department directors, the annual operating and capital improvement budgets for Board approval;

    b. oversees budget expenditures, revenues and accounting and makes regular written reports to the Board;

c. advises and regularly reports the County's current and projected fiscal condition to the Board;

d. adjusts, with Board approval, department expenditures, revenues, and budget allocations necessary to maintain fiscal integrity;

e. reviews and makes recommendations on proposed fire district budgets submitted for Board approval.

3. Develops in consultation with Commissioners agendas for Board meetings; prepares agenda packets distributed to the Board in advance of meetings; attend all Board meetings and provides written information as appropriate, on important issues considered by the Board;

4. Recommends, supervises and coordinates administrative efficiencies in services provided by County departments and agencies;

5. Researches public policy questions when requested by the Board; may advise and confer with the Board on policy-related matters.

6. Serves as human resource management officer and manages the County's human resources as follows:

a. with Board approval, appoints and removes appointed department directors;

b. provides day-to-day supervision for appointed department directors; recommends disciplinary actions to the Board as necessary for appointed department directors;

c. with performance feedback from Commissioners, conducts annual performance evaluations for all appointed department directors;

d. oversees human resource management function and assures County actions are consistent with the employee handbook and collective bargaining agreements;

e. serves as supervisor for any employees who are not under the supervision of a county department;

f. recommends as necessary for Board consideration and approval revisions in the County position classification pay plan, employee handbook, collective bargaining agreements and other personnel policies;

g. recommends as necessary for Board consideration and approval changes in staffing or organizational structure that could improve the efficiency and effectiveness of County services.

7. Oversees the execution of contracts, interlocal agreements, and other actions approved by the Board.

8. Provides for the care and management of all County-owned land, property buildings, equipment, and inventories;

9. Performs the duties of County purchasing officer; exercises general supervision over County purchases in accordance with the budget and such policies as may be established by the Board;

10. Evaluates available federal and state programs, and advises the Board as to possible grants or other program benefits, and prepares and submits applications for such grants and benefits as the Board may direct;

11. Prepares in conjunction with appropriate County-appointed boards and at the Board's direction, short and long range plans to guide future decision making;

12. Seeks opportunities for interlocal cooperation; coordinates County programs and operations with other local governments, federal and state governments, and other governmental and non-governmental agencies as designated by the Board.

13. Serves as the County's liaison to County boards and commissions, other governmental entities and partnerships, community organizations, private businesses and the news media as directed by the Board.

14. Performs such other duties as required by law or resolution, or that may be requested by the Board, consistent with other job duties.

Adopted by the Board of County Commissioners, Ellis County, Kansas, this 29th day of March, 2010.

BOARD OF COUNTY COMMISSIONERS OF
ELLIS COUNTY, KANSAS

Vernon Berens, Chairman

Perry Henman

Glenn D. Diehl

COUNTY CLERK SEAL ELLIS COUNTY, KANSAS

Attest:

Donna Maskus, Deputy County Clerk