LOCAL LAW NO. 3 OF 2019
COUNTY OF OTSEGO, NEW YORK

A LOCAL LAW TO ESTABLISH THE POSITION OF COUNTY ADMINISTRATOR
OF THE COUNTY OF OTSEGO AS AMENDED

BE IT ENACTED, by the Board of Representatives of the County of Otsego
as follows:

Section 1. Intent

The Otsego County Board of Representatives recognizes the growing
complexities of County government and the resulting need to enhance existing
management procedures to better serve Otsego County residents. A full time
County Administrator in a role similar to a chief operating officer can provide
much needed support and guidance to the County. The County Board’s goals
in creating this position include providing day-to-day departmental support and
improving short and long-term planning to increase the overall efficiency of
County government.

Section 2. Position of County Administrator Created

The Otsego County Board of Representatives hereby establishes the position of
County Administrator. This is a chief administrative position involving
responsibility for the overall administration of County government under the
direction of the County Board of Representatives. The County Administrator will
oversee day-to-day departmental operations to carry out the directives of the
County Board of Representatives efficiently, economically and effectively, as
well as assist the Board of Representatives with short and long-term capital and
fiscal planning. The duties of the County Administrator will not diminish the
authority of the County Board of Representatives.

Section 3. Appointment and Term of Office

The County Administrator shall be appointed by the Board of Representatives
and shall serve a term of three years at the pleasure of the Board of
Representatives. In the event of a vacancy in office, the County Board of
Representatives shall appoint a person to fill the position for the remainder of the
unexpired term. The County Administrator shall be reviewed annually by the Board of Representatives, or a committee designated by them.

Section 4. Qualifications

At the time of appointment the County Administrator shall possess the following qualifications:

1. Graduation from a regionally accredited or New York State registered college or university with a Master’s Degree preferably in Business or Public Administration or a related field and six (6) years of professional experience in the field of public administration; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree preferably in Business or Public Administration or a related field and eight (8) years of professional experience in the field of public or business administration.
3. The appointee need not be a resident of Otsego County at the time of appointment but shall become so within sixty days of the date of appointment and remain so during his or her term of office. Failure to become a resident or to remain a resident shall be cause for dismissal by the Otsego County Board of Representatives.
4. The Board of Representatives shall appoint on the basis of these qualifications and on the basis of additional qualifications that the Board of Representatives may establish from time to time.

Section 5. Salary

The County Administrator shall receive an annual salary to be fixed by the Board of Representatives.

Section 6. Powers and Duties of the County Administrator

The County Administrator shall be responsible for the overall administration of County government under the direction of the County Board of Representatives. The County Administrator shall have all of the powers necessary to perform the duties assigned to the position and all of the powers necessary and incidental thereto. By way of illustration and not limitation, the County Administrator shall have the following powers, without curtailing, limiting,
diminishing or transferring the powers of any other elected or appointed position:

Departmental Management & Labor Relations

- Act as day-to-day primary operations director in accordance with policies established by the Board;

- Provide interdepartmental leadership and unify overall management of county affairs by supporting the operations of department heads, implement administrative policies approved by the Board, address common issues among departments, identify potential interdepartmental efficiencies, attend monthly department head meetings;

- Work with department heads to implement and ensure compliance with New York State legislation;

- Make recommendations to the Board regarding appointment/termination of non-elected department heads;

- Conduct non-elected department head performance evaluations and prepare department head performance reports, including recommending to the Board any changes to M&C salaries or benefits as consistent with the current salary plan;

- Participate in collective bargaining negotiations with employee labor unions.

Financial Management & Budgeting

- Act as Budget Officer monitoring expenditures, establishing budgetary controls, and updating the Board on the County’s financial status;

- Review tentative operating and capital budgets with department heads and makes recommendations to the Board;

- Serve as an advisor to the Board preparing and executing short and long-term capital plans;

- Oversee fleet management and act as County liaison for purchasing agreement with Onondaga County;

- Identify opportunities for grants and shared services.
Administration & Communication

- Execute contracts in the name of the County, authorize filling vacant funded positions, authorize routine expenditures, budget transfers and modifications below a predetermined threshold; provide adequate insurance;

- Attend all regular Board and committee meetings and special meetings;

- Act as public information officer and spokesperson for the Board;

- Serve as liaison and represent the Board in contacts with political subdivisions, State and Federal officials and agencies;

- Serve as liaison between the Board and boards, commissions and advisory committees it has established;

- Present an annual report on the State of the County to the Board and the general public;

- Assist the Board with developing short and long-term policies and procedures, recommend and advise the Board of implications of policies and procedures under consideration.

In addition to the above powers and duties, the County Administrator shall have such other powers and duties as may be assigned or conferred.

Section 7. Powers of the County Board

Nothing contained herein is intended nor shall be construed as modifying, transferring or abolishing any power, duty or authority of the Otsego County Board of Representatives.

Section 8. Severability

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 shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgment shall have been rendered.
Section 8. Effective Date

This Local Law shall take effect on January 1, 2020.

Offered by the Intergovernmental Affairs Committee
RESOLUTION NO. 314-20191204

RESOLUTION - ADOPTING A LOCAL LAW FOR THE YEAR 2019 (A LOCAL LAW TO ESTABLISH THE POSITION OF COUNTY ADMINISTRATOR OF THE COUNTY OF OTSEGO AS AMENDED)

KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY

WHEREAS, there was duly presented to the Board of Representatives of the County of Otsego at a regular meeting duly held in the Meeting Room of the Board of Representatives in the Otsego County Office Building, Cooperstown, New York on November 6, 2019, a local law for the year 2019 entitled "A Local Law to Establish the Position of County Administrator of the County of Otsego As Amended"; and

WHEREAS, a public hearing was duly held on the proposed Local Law in the Meeting Room of the Board of Representatives in the Otsego County Office Building, 197 Main Street, Cooperstown, New York on the 4th day of December, 2019 at 9:55 a.m., at which time all interested persons were heard; now, therefore, be it

RESOLVED, that a local law of the County of Otsego for the year 2019, as above set forth, be and the same is hereby adopted.

STATE OF NEW YORK:
   SS
COUNTY OF OTSEGO:

I, Carol D. McGovern, Clerk of the Board of Representatives of Otsego County, New York, DO HEREBY CERTIFY that I have compared the foregoing copy of resolution with the original resolution on file in my office and that the same is a true and complete copy thereof as duly adopted by said Board of Representatives while in session on the 4th day of December, 2019.

WITNESS my hand and the official seal of the Board of Representatives of Otsego County, New York, this 5th day of December, 2019.

(SEAL)

Clerk of the Board of Representatives
Otsego County, New York