

**LOCAL LAW NO. C 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***