

Resolution No. 4-2015

A RESOLUTION DESCRIBING THE DUTIES AND QUALIFICATIONS OF THE COUNTY ADMINISTRATOR

Now, on this 16 day of March, 2015, the Board of County Commissioners of Finney County, Kansas, after due deliberation, finds that:

WHEREAS, K.S.A. 1985 Supp. 19-101a, as amended, authorized the Board of County Commissioners to transact all County business and perform all powers of local legislation and administration it deems appropriate; and

WHEREAS, K.S.A. 19-3a02 authorizes the Board of County Commissioners to adopt a resolution establishing the Office of County Administrator; and

WHEREAS, Resolution No. 24-92, adopted by the Board of County Commissioners on August 13, 1992, established the Office of the County Administrator; and

WHEREAS, Resolution No. 57-2003, adopted on December 13, 2003, described the duties of said County Administrator; and

WHEREAS, in order to insure the continued efficient and ongoing administration of the business entrusted to the County Commission by law, and to provide maximum service to the public through coordination of County Administrative practices, the County Commission deems it advisable and desirable to revise the definition of the major duties of the Office of County Administrator;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF FINNEY COUNTY:

SECTION 1. Office of the County Administrator Established. The Office of the Finney County Administrator was established as provided above. The County Administrator shall be selected on the basis of administrative and executive ability, education, experience and knowledge of government operations. The County Administrator shall be appointed yearly and shall work at the pleasure of the Board of County Commissioners. The compensation of the County Administrator shall be set annually by the County Commission, and the County Administrator shall receive all benefits received by County department directors and employees. The County Administrator shall not be deemed an employee as defined in the Personnel Policies for Finney County, Kansas.

SECTION 2. Major Duties. 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) Attend all meetings of the County Commission and organize department reports; propose policies, programs, and plans aimed at addressing overall County needs for review, revision, and approval by the County Commission; propose organizational changes; and coordinate the presentation of an annual recommended

operating budget, a capital improvements program, and a long-range strategic plan for all County operations for review, revision, and adoption by the County Commission;

(2) Recruit applications for open non-elected department directors positions and interview with a County Commissioner. Following recruitment in accordance with procedures of the Finney County Personnel Policy, the County Administrator will, subject to the approval of the County Commission, extend the employment offer, negotiate final terms of employment, and appoint non-elected department directors.

(3) Assist the Board with the preparation, adoption, and implementation of plans, policies, procedures, manuals, and other documents and correspondence deemed necessary by the board;

(4) Coordinate the administration services of County departments and agencies, offices of elected officials, advisory and governing boards appointed by the County Commission. Provide technical assistance to such departments, offices, agencies, and boards as needed.

(5) Coordinate county programs and operations with other local government units, federal and state governments, the Kansas Association of Counties, and other governmental and non-governmental entities;

(6) Work with department directors to assure their compliance with the requirements of the Finney County Personnel policy. Review department procedures for the recruitment, appointment, compensation, discipline, and change of status of all non-elected personnel. Administer the employee classification and pay programs adopted by the Board. Monitor the general operations of all departments to assure compliance with the personnel, budget, purchasing, and other policies of the Board.

(7) Advise the Board of adverse conditions or operational problems associated with, and assist department directors to resolve problems related to, personnel, budget, purchasing, and other administrative policies of the Board.

(8) As it relates to non-elected departmental heads:

- a. The department directors will report directly to the County Administrator;
- b. The County Administrator will provide orientation about County policies and procedures with assistance of the Human Resources Coordinator and such other personnel as the County Administrator deems necessary;
- c. The County Administrator shall coordinate and supervise the administrative operations of the departments of all non-elected department directors;
- d. All non-elected department directors shall be administratively responsible to the County Administrator;

- e. The County Administrator shall have the authority to discipline, suspend, or dismiss non-elected department directors should such action become necessary;
- f. The County Administrator shall complete annual performance evaluations of all non-elected department directors in accordance with Pay for Performance procedures;
- g. The County Administrator shall obtain County Commission input for the annual evaluation of non-elected department heads; and
- h. The County Administrator will incorporate such input as appropriate when completing the annual evaluation.

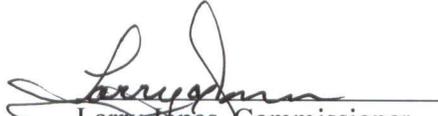
BE IT FURTHER RESOLVED, that the Board of County Commissioners appoint a County Administrator by contract.

BE IT FURTHER RESOLVED, that resolution 57-2003 is hereby repealed upon the resolution taking full force and effect.

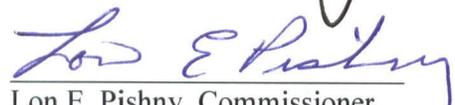
BE IT FURTHER RESOLVED that this Resolution shall become effective March 16, 2015.

Adopted by the Board of Finney County Commissioners of Finney County, Kansas, on the day and year noted above.

  
Duane Drees, Chairman

  
Larry Jones, Commissioner

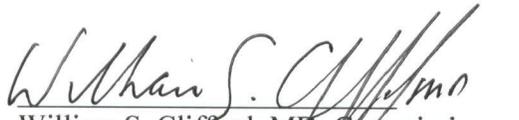
  
Dave Jones, Commissioner

  
Lon E. Pishny, Commissioner



Attest:

  
Elsa Ulrich, County Clerk

  
William S. Clifford, MD, Commissioner