

Chapter 2.15
COUNTY ADMINISTRATOR

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2.15.010 County administrator.

There is herewith created, under the classification and compensation ordinances of Clark County, the position which shall be known as county administrator and designated as chief administrative officer of county government. Said position shall be appointed by the board of county commissioners. (Sec. 1 of Ord. 2007-03-10)

2.15.020 Qualifications.

The county administrator shall be a person having demonstrated administrative and executive ability as shown by at least five (5) years of experience in private or public employment in a responsible or executive position of a large complex organization requiring the planning and execution of work programs of government operations, the budgeting and control of expenditures, and the coordination of multiple activities, and who shall conform substantially to the requirements of a job description for said position attached herewith and made part hereof. (Sec. 2 of Ord. 2007-03-10)

2.15.030 At will.

The county administrator shall serve at the pleasure of the board of commissioners. (Sec. 3 of Ord. 2007-03-10)

2.15.040 Powers.

The county administrator shall generally advise, assist, act as agent for and be responsible to the board of commissioners for the proper and efficient conduct of the administrative affairs of the county as are placed in his/her charge by the board of commissioners. He/she shall be responsible for the enforcement of ordinances, orders, or regulations as directed by the board of commissioners. All appointed department heads under the jurisdiction of the board of commissioners shall report to the county administrator. (Sec. 4 of Ord. 2007-03-10)

2.15.050 Duties.

In order to serve effectively, the county administrator shall:

- (1) Recommend an annual county budget and exercise continuous budgetary supervision in conjunction with the director of the budget;
- (2) Confer with and assist all department heads and receive reports of the activities of such departments under the jurisdiction of the board of commissioners;
- (3) Recommend improved or standardized procedures;
- (4) Assist in the coordination of the functions and work of all officers, committees, institutions, and departments of the county, and devise ways and means whereby efficiency and economy may be secured in the operation of all offices, institutions, departments and their functions;
- (5) Conduct continuous research in improved administrative practices;
- (6) Represent the county in its intergovernmental relationships as directed by the board of commissioners;
- (7) Recommend long-term plans of capital improvement with accompanying financial plans;
- (8) Direct the enforcement of human resource policies and practices through a central human resources department;
- (9) Examine regularly at periods fixed by the board of commissioners of accounts, records, and operations of every commission, department, office, and agency under control of the board of commissioners and report these findings to the board of commissioners. On a regular basis he/she shall make recommendations to the board of commissioners for action to be taken relative to the efficient operation of the county, the betterment of public service, and the future needs of Clark County;
- (10) Direct the purchase of all property, equipment, supplies, services and related contracts and the enforcement of the purchasing ordinance through the general services department;
- (11) Develop financial plans in which revenues and expenditures are forecasted against anticipated county growth;
- (12) Manage county-owned property and facilities, as directed by the board of commissioners. (Sec. 5 of Ord. 2007-03-10)

2.15.060 Assistants.

The county administrator may employ assistants as the board of commissioners may authorize. (Sec. 6 of Ord. 2007-03-10)

2.15.070 Delegation.

No provision of this chapter is intended to vest in the county administrator any duty or grant to him/her any authority which is vested by general law or county ordinance in or on any other county officer or employee. No provision of this chapter shall be construed to delegate to the county administrator any authority required to be performed by the board of commissioners, nor shall the county administrator have the power to bind, obligate, nor to commit the county in any manner, except as provided herein or by the express grant of authority by the board of commissioners. It is the intention of the board of commissioners in adopting this chapter only to create a position to which may be delegated certain administrative duties to be performed in and under its direction. (Sec. 7 of Ord. 2007-03-10)

2.15.080 Effective date.

The ordinance codified in this chapter shall take effect upon passage. (Sec. 8 of Ord. 2007-03-10)

The Clark County Code is current through Ordinance 2017-07-04, passed July 11, 2017.

Disclaimer: The Clerk of the Board's Office has the official version of the Clark County Code. Users should contact the Clerk of the Board's Office for ordinances passed subsequent to the ordinance cited above.

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