

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of an Ordinance)
Creating the Office and Position)
of Curry County Administrator)
and Adding Article One, Division)
Seventeen)

ORDINANCE NO. 17-01

THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDAINS AS FOLLOWS:

SECTION 1.17.010 TITLE

This Ordinance shall be known as Ordinance No. 17-01 and may be cited as the "Creation of the Office and Position of County Administrator". The County Administrator shall be the Chief Administrative Officer of the County and shall be responsible only to the Board of Commissioners.

SECTION 1.17.020 AUTHORITY

The Board of County Commissioners hereby delegates to the County Administrator broad authority to perform his or her job functions. The County Administrator is responsible to the Board for the manner of his or her administration. The Board reserves to itself all of its legislative and judicial or quasi-judicial authority, unless expressly delegated. This Ordinance is to be interpreted as a broad delegation to the County Administrator of Board of Commissioner authority, unless non-delegable or expressly reserved to the Board.

- (a) Any additional delegation of the authority from the Board to the County Administrator shall be by duly adopted order or ordinance.
- (b) Prior delegations by the Board of Commissioners to other Officers of the County shall remain in effect only where not inconsistent with this code. In the event of a potential conflict between a prior delegation and this Code, the County Administrator shall bring the matter to the attention of the Board.

SECTION 1.17.030 APPOINTMENT OF COUNTY ADMINISTRATOR

The County Administrator shall be appointed by and serve at the pleasure of the Board of County Commissioners. The relationship between the County and the County Administrator shall be as set forth in this Chapter and any employment agreement between the County and the County Administrator not inconsistent with this Chapter. The County Administrator shall be appointed for an indefinite term. The County Administrator is an at-will employee and may be removed at the pleasure of the Board, consistent with any applicable employment agreement.

SECTION 1.17.040 BOARD MEMBER INTERACTIONS WITH COUNTY ADMINISTRATOR, EMPLOYEES

In the exercise of their authority as members of the governing body of the County, and subject to the limits of the Oregon Public Meeting Laws, Board members may individually, or as a group in a public meeting, discuss fully and freely with the County Administrator any matter pertaining to County affairs or the interests of the County. Board members may not direct any County employee in the performance of their duties. Any direction to the Administrator shall be by majority vote of the Board.

SECTION 1.17.050 QUALIFICATIONS, RESIDENCE, and SALARY

The County Administrator shall be appointed by the Board of County Commissioners solely on the basis of his or her executive and administrative qualifications and experience and need not be a resident of the County or the State prior to his or her appointment. Within 30 days after the time of his or her appointment the County Administrator shall reside outside the County only by express permission of the Board. He or she shall receive a salary fixed by the Board commensurate with his or her experience and the responsibilities of the office.

SECTION 1.17.060 POWERS AND DUTIES OF COUNTY ADMINISTRATOR

(1) The County Administrator shall be responsible to the Board of County Commissioners for the administration and management of the County and shall have control and supervision of all County departments, divisions and offices, subject to his or her jurisdiction, except County Sheriff, County Counsel and District Attorney, and their respective offices and staff, or as otherwise provided by law.

(2) The County Administrator shall be responsible to the Board for the following functions:

(a) Coordinating the activities of all other County Elected Departments, devising ways and means whereby efficiency and economy may be secured in the operation of all offices and departments. County Administrator shall exercise no authority over the actions of elected County officials while they are performing the duties of their offices.

(b) Directing of the activities of all other County Appointed Administrative Departments.

(c) Select, appoint, supervise, discipline or dismiss all County staff and all employees.

(i) Recruitment, appointment, corrective action and dismissal of non-elected Department Directors.

(ii) Preparation and administration of annual Department Director performance evaluations.

(iii) The setting and adjusting of salaries of administrative Department Directors in annual merit adjustments within the ranges approved by the Board.

(iv) Before taking final action on appointment or dismissal of department directors, the Administrator shall advise the Board of the cause and process used in such action.

(v) Adjusting of salaries of employees and non-elected Department Heads in accordance with the performance evaluations and within the salary ranges approved by the Board.

County Administrator has no such power under this subsection over employees in the Sheriff's Office or District Attorney's Office.

(d) Acting as the County Budget Officer responsible for the preparation and recommendation of the annual budget and compensation plan. Administer the provisions of the budget as adopted by the Board.

(e) Preparing and administering a management and employee compensation and benefits plan.

(f) Planning, directing and evaluation of the development of internal management systems and procedures.

(g) Preparing administrative regulations and policies to carry out the efficient operation of the County.

(h) Enforcing ordinances, orders, rules, regulations, procedures and policies adopted by the Board and Administrator.

(i) Preparing and submitting an annual report on the status of County operations; and other reports upon request of the Board.

(j) Performing community relations functions, to include internal publications, external communications, media liaison, community organization liaison, advisory committee liaison, citizen assistance, information center, publication coordination and graphics support services, website management.

(k) Preparing and managing Board agenda and performing clerk of the Board meeting functions and providing other staff support for the Board.

(l) Providing intergovernmental relations staff functions for the Board.

(m) Overseeing Economic Development functions.

(n) Executing, enforcing and administering all contracts and grants as per Board Order or Ordinance.

(o) Attending all Board meetings and keep the Board informed of pertinent matters related to the administration and management of the County.

(p) Administering the risk management program for the County and its service districts.

(q) Directing the use, operation, maintenance, control and custody of all County and district property, buildings, works and improvements.

(r) Other duties as assigned by majority vote or Board Order.

SECTION 1.17.070 SUB-DELEGATION OF AUTHORITY BY COUNTY ADMINISTRATOR

The County Administrator may sub-delegate any authority granted by this Chapter to County department heads or other County or district staff, in a manner consistent with the provisions of the

County Code. Notwithstanding such delegation, the County Administrator shall be responsible for execution of all matters delegated.

SECTION 1.17.080 TEMPORARY ABSENCES OR DISABILITY

The County Administrator may designate an administrative officer of the County to exercise and perform his or her powers and duties conferred by the Chapter during his or her temporary absence or disability, until further order of the Board.

SECTION 1.17.090 PERMANENT VACANCY; ACTING COUNTY ADMINISTRATOR

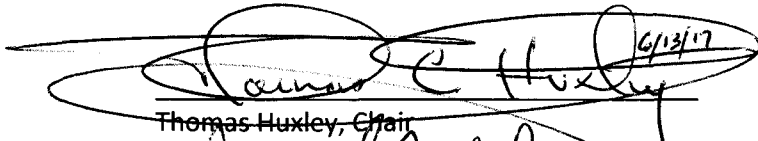
When a permanent vacancy occurs in the Office of County Administrator, the Board of County Commissioners shall designate an Acting County Administrator until such time as a County Administrator is appointed. The Acting County Administrator shall have all powers and duties conferred by this Chapter on the County Administrator, except the Acting County Administrator shall have no power to terminate an employee except by order of the Board. The Acting County Administrator may not serve for a period of longer than one year.

SECTION 1.17.100 DECLARATION OF EMERGENCY

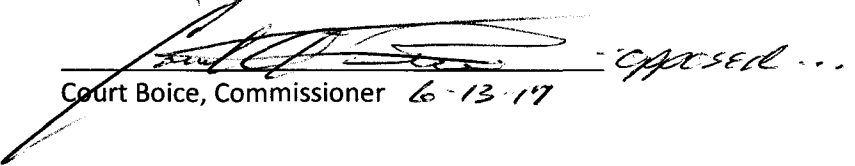
This ordinance being necessary for the preservation of the health, safety, and welfare of the community, an emergency is declared to exist and this ordinance will take effect July 1, 2017.

DATED this 7th day of June, 2017.

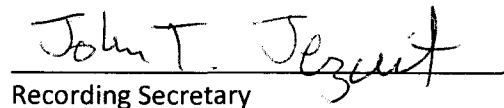
BOARD OF CURRY COUNTY COMMISSIONERS


Thomas Huxley, Chair



Sue Gold, Vice Chair


Court Boice, Commissioner 6-13-17

ATTEST:


Recording Secretary

First Reading: May 24, 2017
Second Reading: June 7, 2017
Effective Date: July 1, 2017
(Adopted as Emergency)

APPROVED AS TO FORM

John Hutt
Curry County Legal Counsel