

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County

~~CITY~~ of HAMILTON
~~TOWN~~
~~VILLAGE~~

Local Law No. 14 of the year 19 97

A local law establishing the powers and duties and administrative functions of the Chairman (Insert Title) of the Board of Supervisors and creating the position of Administrative Assistant to the Chairman of the Board of Supervisors.

Be it enacted by the Board of Supervisors of the (Name of Legislative Body)

County

~~CITY~~ of HAMILTON as follows:
~~TOWN~~
~~VILLAGE~~

Legislative Intent: The Governmental functions of the Hamilton County Board of Supervisors have grown in complexity. It is necessary for the Board of Supervisors to review and revise its operational organization and management in order to insure effective delivery of governmental services. The Board of Supervisors wishes to strengthen the role of the Chairman so as to improve the efficiency and effectiveness of the County Government and to clearly define the Chairman's powers, duties and administrative function. The Board of Supervisors recognizes the necessity of providing assistance to the Chairman with respect to the powers, duties and administrative functions by creating the position of Administrative Assistant to the Chairman of the Board of Supervisors. The consolidation of the powers, duties and administrative functions with the Chairman of the Board of Supervisors will provide for greater economy and efficiency in the operation of the County Government.

It is not the purpose or intent of the Board of Supervisors in the adoption of this Local Law to change the present structure of County Government or in any manner to delegate to the Chairman of the Board of Supervisors or his Administrative Assistant any legislative function.

Section 1. Legal Authority:

Pursuant to the provisions of Section 10 Subsections 1b(3) and (4), of the Municipal Home Rule Law of the State of New York, the Chairman of the Board of Supervisors shall have the powers, duties and administrative functions as more specifically set forth herein and the position of Administrative Assistant to the Chairman of the Board of Supervisors shall be created.

Section 2. Powers, Duties and Administrative Functions of the Chairman of the Hamilton County Board of Supervisors:

The Chairman of the Board of Supervisors shall be responsible for the overall administration of the County Government and shall perform all of the duties now or hereafter conferred or imposed by law or directed by the Board of Supervisors and shall have all powers and perform all duties necessarily implied or incidental thereto including and not by way of limitation the following:

(If additional space is needed, attach pages the same size as this sheet, and number each.)

- 1) To act on behalf of the Board of Supervisors in overseeing and coordinating the activities of county officials and department heads.
- 2) To appoint the chairmen of the Standing Committees in consultation with the Board of Supervisors.
- 3) To represent the Board of Supervisors in governmental matters with other political subdivisions and agencies.
- 4) To oversee county procurement and purchasing, proposing improvements as necessary.
- 5) To conduct a pre-audit of all claims submitted for payment against the various funds of the County.
- 6) To assist the County Budget Officer and the Finance Committee in the preparation of the county budget and to be responsible for the administration thereof and to submit a budget report to the Board of Supervisors on a monthly basis.
- 7) To consult with the County Attorney on all legal matters on behalf of the Board of Supervisors.
- 8) To authorize within budgeted appropriations, attendance of all county officers or employees at conferences, conventions or schools and any other necessary out-of-county travel, exclusive of the members of the Board of Supervisors.
- 9) To randomly review payrolls submitted by each county office and department.
- 10) To attend and chair meetings of the Board of Supervisors.
- 11) To conduct periodic meetings of county department heads for the purpose of providing effective communications and efficient county operational procedures.
- 12) To approve or disapprove recommendations for "step" increases for county employees after consultation with respective department heads.
- 13) In December of each year, to present a "State of the County" report to the Board of Supervisors regarding the performance of its several departments and administrative units.
- 14) To prepare and deliver status reports on projects assigned by the Board of Supervisors. (Capital projects, research, etc.)
- 15) To act as Chief Public Information Officer of the Board of Supervisors and the County of Hamilton.
- 16) To coordinate the Public Defender, Stop DWI, and Civil Defense Programs.
- 17) To have such other powers and perform such other duties as may now or hereafter be conferred or imposed by the Board of Supervisors.
- 18) To oversee the management of all personnel problems which fall under the responsibility of the Board of Supervisors, working with the Personnel Committee and the appropriate department head.

Section 3. Creation of Position of Administrative Assistant to the Chairman of the Board of Supervisors:

There is hereby created the position of Administrative Assistant to the Chairman of the Hamilton County Board of Supervisors.

The Administrative Assistant shall be appointed by the Hamilton County Board of Supervisors and shall serve at the pleasure of the Board.

The position pursuant to Section 35 of the Civil Service Law of the State of New York shall be an unclassified position.

The Administrative Assistant shall be under the supervision and direction of the Chairman of the Board of Supervisors and shall report directly to the Chairman.

The Administrative Assistant shall possess the following minimum qualifications:

- 1) A Bachelor's Degree from a regionally accredited or NYS College or University and four (4) years of managerial experience, or
- 2) Associates Degree in Public or Business Administration or related field and six (6) years of managerial experience, or
- 3) An equivalent combination of education and experience.

The salary to be paid for such position of Administrative Assistant shall be fixed by resolution of the Board of Supervisors.

The Administrative Assistant's duties shall be assigned to him by the Chairman of the Board of Supervisors.

Section 4. No Elected Office Abolished:

Nothing herein contained shall be construed in any manner so as to abolish any elected office or to transfer or curtail any power of any elected officer, nor to change any provision of law relating to the auditing of accounts of the County of Hamilton.

Section 5. Powers, Duties and Responsibilities Not Impaired:

Nothing herein contained shall be deemed to alter or impair any of the powers, duties or responsibilities which are provided under general laws, any of the powers, duties and responsibilities of the Hamilton County Board of Supervisors and any office, board or agency not herein specifically mentioned and each such board, agency and department shall continue to possess all such powers, duties and responsibilities.

Section 6. Separability of Provisions:

If any provision of this Local Law or the application thereof to any person or circumstances is held invalid, the remainder of this Local Law and the application of such provision to the other persons shall not be affected thereby.

Section 7. Effective Date:

This Local Law shall take effect upon its adoption and it being filed in the Office of the Secretary of State.