

RESOLUTION 05-127

A RESOLUTION ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR.

WHEREAS, Franklin County, Kansas has established the position of County Administrator; and

WHEREAS, it is the desire of the Board of County Commissioners to formally establish the duties and responsibilities of the County Administrator; therefore

IT IS HEREBY RESOLVED that the County Administrator shall serve as the chief administrative officer of Franklin County under the direction and control of the Board of County Commissioners and shall be responsible for the effective administration of all governmental affairs of Franklin County as placed under the Administrator's charge by the County Commissioners as stated below:

1. Shall set the agenda for all County Commission meetings, attend said meetings and advise and make recommendations to the Board of County Commissioners on matters within his or her administrative authority.

2. Shall serve as, or designate, a purchasing officer for the County operations in accordance with Kansas Statutes, and guidelines and purchasing rules and regulations adopted by the County Commission.

3. Shall be responsible for directing the maintenance and care of County property.

4. Prepare and propose an annual County budget to the Board of County Commissioners and be responsible for the administration of the adopted budget.

5. Shall, in the role of chief administrative officer be responsible for the following:

a. Employment and termination of all non-elected County personnel in accordance with Franklin County Personnel Rules and Regulations and in accordance with the Franklin County Position Classification and Pay Plan as adopted by the Franklin County Commission.

b. Prepare and revise (or direct the same) the Franklin County Personnel Rules and Regulations and the Position Classification Pay Plan for all eligible county employees, subject to County Commission approval.

c. Administer and oversee the administration of the Franklin County Personnel Rules and Regulations and the Franklin County Position Classification Pay Plan.

d. Direct and oversee the preparation of County employee payroll and benefits.

e. Direct and oversee the maintenance of employee personnel file and records for each County employee.

6. Authorize employee attendance at meetings and conferences, except elected officials, in accordance with County Commission adopted policies.

7.Appoint employee committees deemed appropriate and necessary to review and advise the County Administrator regarding organizational issues.

8.Prepare, or direct preparation of plans, policy statements, manuals, contracts and other documents to be submitted to the County Commission for approval.

9.Serve as the County representative on boards and commissions as required by the County Commission, interact with other public jurisdictions and their representatives, legislative groups and news media as official representative of Franklin County, subject to the directives of the County Commission.

10.Make recommendations to the County Commission for policy changes within County government.

11.Other duties as may be delegated by the County Commission.

APPROVED AND ADOPTED THIS 19TH DAY OF DECEMBER, 2005.

**BOARD OF COMMISSIONERS
FRANKLIN COUNTY, KANSAS**

/s/ Donald R. Stottlemire
Chairman

Attest

/s/ Shari Perry
Shari Perry, County Clerk .