

COUNTY OF SARATOGA

LOCAL LAW NO. 7 FOR THE YEAR 1979

A Local Law Establishing the Position of County
Administrator for the County of Saratoga.

BE IT ENACTED by the Board of Supervisors of the County of Saratoga
as follows:

Section 1. Legislative Intent.

The Saratoga County Board of Supervisors, heretofore having recognized the growing complexities of County Government and the resulting inadequacies of existing management procedures for the purpose of increasing the efficiency of management procedures, adopted Local Law #1 of 1972, entitled "A Local Law Establishing a Department of General Services for Saratoga County". The management procedures established by said Local Law No. 1 of 1972 have resulted in an increased efficiency in the governmental operations of Saratoga County. The County of Saratoga has continued to experience an unprecedented increase in population growth and in County governmental functions. As a result thereof, it has become increasingly evident that ever greater direction, control, and coordination of the County governmental functions is necessary for efficient administration of the various departments of County Government greatly increased in number and complexity by the many mandated programs on both the Federal and State level of government. It has become apparent that the several agencies, departments, and committees are in need of increased coordination in providing service to the people of Saratoga County and more direct liaison with each other or with the Board of Supervisors, and that the Board of Supervisors must assume a more efficient administrative control over the several boards, agencies, departments and advisory committees which have been or will be established to serve the needs of County Government.

Section 2. County Administrator.

There shall be a County Administrator who shall be directly responsible to the Board of Supervisors and perform the functions of a chief administrative officer on behalf of the Board of Supervisors with the Board of Supervisors retaining the final administrative authority.

Section 3. Appointment; Qualifications.

The County Administrator shall be appointed by the Board of Supervisors and shall serve at the pleasure of the Board. At the time of appointment, the County Administrator shall possess a college degree and/or at least ten years experience or training, or a combination thereof, in the field of public or business administration, or other educational training or professional experience or a combination thereof, and shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office.

Section 4. Powers and Duties.

Without curtailing, diminishing, or transferring the powers of any elected County official, the County Administrator shall be responsible for the overall administration of County Government and shall provide and coordinate staff services to the Board of Supervisors, Chairman of the Board and its Committees. The County Administrator shall perform all the duties now and hereafter conferred or imposed upon the office by law and directed by the Board of Supervisors and shall have all powers and perform all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are:

- (a) appoint such assistants within the office as may be authorized by the Board of Supervisors;
- (b) work in conjunction with and coordinate the activities of County Department Heads and the administration of all units of County Government to most efficiently implement the directives of the Board;
- (c) determine in consultation with the Chairman of the Board, what officer shall perform a particular duty not clearly defined by law;
- (d) execute and enforce all local laws, legalizing acts, ordinances and resolutions of the Board of Supervisors, and all other acts required by operation of law;
- (e) serve as an advisor to the Board of Supervisors and develop policy and procedural recommendations for consideration of the Board;
- (f) undertake research and submit to the Board of Supervisors reports and recommendations regarding governmental operations as he or she may deem appropriate or the Board of Supervisors may request, and provide such assistance to the Board and its Committees as may be requested by the Board;
- (g) serve as liaison between the Board and the boards, commissions, and advisory committees established by the Legislature;
- (h) maintain liaison and represent the Board in contacts with the Office of County Treasurer, County Clerk, and Sheriff, and with political subdivisions, State and Federal officials and agencies;
- (i) make recommendations for appointments by the Board of Supervisors for all heads of units of County Government;
- (j) be the chief accounting authority of the County and prescribe such methods of accounting procedures for the County and its administrative agencies as he or she may deem necessary;
- (k) examine and approve for payment all contracts, purchase orders, and other documents by which the County incurs

financial obligations, having ascertained before approval that moneys have been duly appropriated or provided for and allotted to meet such obligations and will be available when such obligations shall become due and payable, and record such obligations of the respective appropriations for which such obligations are to be paid;

- (l) audit and approve all bills, vouchers, invoices, and other evidence of claims, demands or charges paid from County funds or by any County agency or payment for which the County, its offices or agents are responsible, and determine the regularity, legality and correctness of the same;
- (m) prescribe the form of receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials, institutions, and other agencies of the County;
- (n) be the Budget Officer of the County and be responsible for the preparation and administration of the budget of the County;
- (o) develop and recommend a budget program that includes both long-range capital budgeting and annual operating capital budgets under the direction of the Legislature;
- (p) manage the plan for Saratoga County Self-Insurance Program;
- (q) advise Buildings and Insurance Committee relating to placement of all County insurance which shall be deemed necessary with the business and property of the County within appropriations set by the Board of Supervisors;
- (r) provide for the administration of supporting services and facilities for the various units of County Government, including the supervision of central reproduction, mail room, and telephone operations;
- (s) establish and maintain as its agent, a uniform purchasing system to provide for the purchase, sale, rental, and servicing of all supplies, materials, equipment, and services for the County and all its units, including inspection, supervision, and determination as to quality and conformity with specifications, and be responsible for compliance therewith;
- (t) participate in the conduct of collective negotiations with organized employee representatives;
- (u) have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him or her by the Board of Supervisors.

Section 5. Nothing herein contained shall operate to divest the Board of Supervisors of any of its functions, powers, and duties.

Section 6. The heads of all administrative units are hereby directed to cooperate with the County Administrator and to provide such assistance and information as the County Administrator may request.

Section 7. The position of County Administrator shall be a full-time position and the salary to be paid such County Administrator shall be fixed by resolution of the Saratoga County Board of Supervisors.

Section 8. Acting County Administrator.

The Chairman of the Board of Supervisors shall be the acting County Administrator in the event of the County Administrator's absence from the County or inability to perform and exercise the powers and duties of the office. In the event of the Chairman's inability to serve as acting County Administrator, the Chairman, with the approval of the Board of Supervisors, shall appoint an acting County Administrator. In no event may a person serve as acting County Administrator for a period greater than sixty days in any calendar year unless authorized by the Board of Supervisors. The acting County Administrator shall have all the powers and duties of the County Administrator during the period of his designation or until a new County Administrator shall be appointed pursuant to law and shall qualify to assume that office.

Section 9. Separability.

If any clause, sentence, paragraph, section or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree, or order shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree, or order shall have been rendered and the remainder of this Local Law shall not be affected thereby and shall remain in full force and effect.

Section 10. This Local Law shall take effect on the first day of the month following the date of adoption and compliance with the requirements of law.

BUDGET IMPACT STATEMENT

No budget impact.

(Complete the certification in the paragraph which applies to the filing of this local law and strike out the matter therein which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 7 of 1979.
County
of the ~~City~~ of Saratoga was duly passed by the Board of Supervisors
~~Town~~ ~~Village~~ (Name of Legislative Body)
on November 20 1979 in accordance with the applicable provisions of law.

2. (Passage by local legislative body with approval or no disapproval by Elective Chief Executive Officer, * or repassage after disapproval.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19_____
County
of the ~~City~~ of _____ was duly passed by the _____
~~Town~~ ~~Village~~ (Name of Legislative Body)
on _____ 19_____. and was approved _____ by the _____
repassed after disapproval _____ Elective Chief Executive Officer *
and was deemed duly adopted on _____ 19_____, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19_____
County
of the ~~City~~ of _____ was duly passed by the _____
~~Town~~ ~~Village~~ (Name of Legislative Body)
on _____ 19_____. and was approved _____ by the _____
repassed after disapproval _____ Elective Chief Executive Officer *
on _____ 19_____. Such local law was submitted to the people by reason of a
mandatory referendum, and received the affirmative vote of a majority of the qualified electors voting
permissive general
thereon at the special election held on _____ 19_____, in accordance with the appli-
annual
cable provisions of law.

4. (Subject to permissive referendum, and final adoption because no valid petition filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19_____
County
of the ~~City~~ of _____ was duly passed by the _____ on
~~Town~~ ~~Village~~ (Name of Legislative Body)
_____ 19_____. and was approved _____ by the _____ on
repassed after disapproval _____ Elective Chief Executive Officer *
_____ 19_____. Such local law being subject to a permissive referendum and no
valid petition requesting such referendum having been filed, said local law was deemed duly adopted on
_____ 19_____, in accordance with the applicable provisions of law.

*Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairman of the county legislative body, the mayor of a city or village or the supervisor of a town, where such officer is vested with power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. 1 of 19 of the City of having been submitted to referendum pursuant to the provisions of § 36 § 37 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the special general election held on 19 became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as Local Law No. of 19 of the County of State of New York, having been submitted to the Electors at the General Election of November 19, pursuant to subdivisions 5 and 7 of Section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1 above.

Ardis Anderson
Clerk of the County legislative body, City, Town, Village, or officer designated by local legislative body

Date: December 6, 1979

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized Attorney of locality.)

STATE OF NEW YORK
COUNTY OF Saratoga

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

Thomas D. Hoan
Signature
County Attorney
Title

Date: December 6, 1979

County
City of Saratoga
Town
Village

(Please Use this Form for Filing your 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~~
~~Town~~
~~Village~~

ofSaratoga.....

Local Law No.7..... of the year 19 79.....

A local lawestablishing position of Saratoga County Administrator.....

(Insert title)

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

County

~~City~~
~~Town~~
~~Village~~

ofSaratoga..... as follows:

(Please see attached)