

(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 ST. LAWRENCE
~~City~~ of
~~Town~~
~~Village~~
Local Law No. 1 of the year 19 90

A local law TO ESTABLISH THE OFFICE OF COUNTY ADMINISTRATOR
(Insert title)

Be it enacted by the BOARD OF LEGISLATORS of the
(Name of Legislative Body)

County ST. LAWRENCE as follows:
~~City~~ of
~~Town~~
~~Village~~

Section 1. LEGISLATIVE INTENT

The Legislative & Judicial Committee of the St. Lawrence County Board of Legislators has reviewed Local Law No. 8 of the year 1984 and has received testimony from former St. Lawrence County Administrative Assistants and the Executive Director of the New York State Association of Counties relative to the appropriateness of said Local Law to the goals, purposes, and responsibilities of county government, and finds that greater direction, control and coordination of County governmental functions is necessary for the efficient administration of the various departments and agencies of County government. As a result of diminishing State & Federal reimbursements, St. Lawrence County is being required to administer a broader and broader range of social programs. And with the increasing budget deficits at both the state and national level St. Lawrence County will be faced with some of its most serious decisions ever. Such mandates coupled with the revenue constraints will require the absolute best administration possible.

Section 2. COUNTY ADMINISTRATOR: Appointment, Term and Selection

- A. There shall be a County Administrator who shall be directly responsible to the Board of Legislators and on behalf of the Board of Legislators shall perform the functions of a chief administrative officer, with the Board of Legislators retaining the final administrative authority. The position of County Administrator shall be unclassified for Civil Service purposes.
- B. The County Administrator shall be appointed by the Board of Legislators. The term of office of the first County Administrator appointed pursuant to this local law shall commence on the date of his or her appointment and shall expire on March 31, 1994. The term of office of each subsequent County Administrator shall be for four years. Appointment to fill a vacancy in the office of County Administrator shall be for the remainder of the unexpired term.

(If additional space is needed, please attach sheets of the same size as this and number each)

- C. At least three months prior to the end of the incumbent County Administrator's term, the Board of Legislators shall determine if it wishes to advertise and seek applications for the position OR to re-appoint the incumbent County Administrator. If it is the Board's wish to seek applications for the position, the Chairman of the Board shall appoint two democrats and two republicans to serve as a selection committee and to make recommendations to the Board.

Section 3. QUALIFICATIONS

- A. At the time of appointment, the County Administrator shall have the following training and/or experience.
1. Possess a Master of Public Administration or Master of Business Administration degree and have four years of paid full-time management experience in a private or public business or industrial enterprise, OR
 2. Possess a Bachelors Degree from an accredited college or university and have six years paid full-time management in a private or public business or industrial enterprise, OR
 3. Ten years paid full-time management experience in a private or public business or industrial enterprise, OR
 4. An equivalent combination of training and experience listed above.

The County Administrator shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office.

- B. The appointee need not be a resident of St. Lawrence County at the time of appointment but shall become so within 60 days of appointment and remain so during his or her term of office. Failure to become such a resident or to remain such a resident shall be cause for dismissal by the St. Lawrence County Board of Legislators.

Section 4. SALARY

The County Administrator shall receive an annual salary to be fixed by the Board of Legislators.

Section 5. POWERS and DUTIES

The County Administrator shall be the Clerk of the Board, Budget Officer and Auditor and shall be responsible for the overall administration of County government and shall provide and coordinate staff services to the Board of Legislators, the Chairman of the Board, and the committees of the Board. 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 Legislators and shall have all the powers and perform all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are the following:

- A. To appoint a Deputy Clerk/Confidential Secretary, Deputy Budget Officer and a Deputy Auditor and other County Administrator Office staff as may be authorized by the Board of Legislators.
- B. To prepare the annual budget and provide for appropriate budgetary controls, to promote the effective, efficient and economical management of appropriated funds.
 To authorize the transfer of funds not to exceed \$1,000 within the 200 and/or 400 accounts within a departmental budget. Any such transfer shall be reported to the Board of Legislators at the next session of the Board.
- C. To make recommendations to the appropriate jurisdictional committees of the Board of Legislators or the Chairman of the Board for appointments by the Board of Legislators of all heads or units of County government not administered by an elected official.
- D. To 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 of Legislators.
- E. To have general supervision of all County departments and agencies except as otherwise required by law, and all department and agency heads shall be responsible to and report to the County Administrator.
- F. To determine what officer shall perform a duty not clearly defined by law.
- G. To transfer employees temporarily from one department or office to another after consultation with the department heads.
- H. To aid the Board of Legislators in evaluating proposals presented to it and make recommendations concerning same.
- I. To serve as an advisor to the Board of Legislators and to develop policy and procedural recommendations for consideration by the Board which will promote economy and efficiency in the operation of County government.
- J. To undertake administrative and management studies and submit to the Board of Legislators reports and recommendations regarding governmental operations as he or she may deem appropriate or the Board may request.
- K. To provide for the enforcement of all local laws, legalizing acts, ordinances and resolutions of the Board of Legislators and all other actions required by operation of law.
- L. To promulgate such administrative regulations and procedures as needed to implement provisions of local laws, legalizing acts and resolutions and all other actions required by operation of law.
- M. To provide for the administration of supporting services and facilities for the various units of County government, including the supervision of Central Printing and Mailing.

- N. To initiate, administer and oversee the collective bargaining process in County negotiations with organized employee organizations.
- O. In conjunction with the Legislators, to maintain liaison and represent the Board of Legislators in contacts with political subdivision and State and Federal officials and agencies.
- P. To serve as liaison between the Board of Legislators and the boards, commissions and advisory committees established by the Board of Legislators.
- Q. To have such other powers and to perform such other duties as may now or hereafter be conferred or imposed by the Board of Legislators.

Section 6. NO DIVESTITURE OF POWERS OR DUTIES OF THE BOARD OF LEGISLATORS

Nothing contained in this Local Law shall operate or be construed to divest the Board of Legislators of St. Lawrence County of any of its functions, powers or duties.

Section 7. SEPARABILITY OF PROVISIONS

If any clause, sentence, paragraph, subdivision, 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 of 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.

Section 8. CONFLICT WITH PREVIOUS LOCAL LAWS OR RESOLUTIONS

In the event of a conflict or inconsistency between this Local Law and any previous Local Law or Resolution of this Board of Legislators, this Local Law shall govern.

Section 9. EFFECTIVE DATE

This Local Law shall take effect when all applicable statutory requirements for its passage and adoption have been complied with fully and it has been duly filed as provided by the Municipal Home Rule Law.

(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. _____ of 19_____
County _____
of the City of _____ was duly passed by the _____ (Name of Legislative Body)
Town _____
Village _____
on _____ 19_____ 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. 1 of 1990
County ST.
of the ~~XXX~~ LAWRENCE was duly passed by the BOARD OF LEGISLATORS
~~XXX~~ LAWRENCE (Name of Legislative Body)
~~XXXXXX~~
on September 10, 1990 and ~~not disapproved~~ was approved by the CHAIRMAN
~~repassed after disapproval~~ XXXXXX Elective Chief Executive Officer *
and was deemed duly adopted on September 10, 1990, 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 _____ (Name of Legislative Body)
Town _____
Village _____
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 _____ (Name of Legislative Body)
Town _____
Village _____
_____ 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.

City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ 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 _____ 2 _____ above.

Phyllis W. McCall
Clerk of the County legislative body, City, Town or Village Clerk
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Date: September 20, 1990.



(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 ST. LAWRENCE

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.

Peter B. Lekki
Signature Peter B. Lekki
ST. LAWRENCE COUNTY ATTORNEY
Title

Date: September 20, 1990

County ST. LAWRENCE
City of _____
XXXX
XXXX
XXXX