

RESOLUTION NO. 2022 - 8684

**ADOPT RESOLUTION DECLARING THE SCOPE OF AUTHORITY OF THE
COUNTY ADMINISTRATIVE OFFICER**

WHEREAS, the Board of Supervisors finds and determines as follows:

- A. Ordinance No. 92-794 established an Administrative Office for Plumas County, and provided that the scope of authority of the office be prescribed by resolution; and,
- B. An ordinance to revise Plumas County Code section 2-4.602 (“County Administrative Officer”) is being first read on April 12, 2022, (hereinafter “the revised ordinance); and
- C. This resolution repeals any prior resolution on this subject, and revised the duties of the County Administrative Officer to conform to the revised ordinance.
- D. Base wage for CAO set by this resolution is \$75.00 per hour.

NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

1. Powers of the Office Exercised by CAO.

The powers of the County Administrative Office are to be exercised by the County Administrative Officer (hereinafter “CAO”) to the fullest extent under the law. The powers of the office and officer are co-extensive. The CAO may delegate any powers to subordinates of the office, or to such other County officials as may be lawful and appropriate.

In general, the CAO shall advise, assist, act as the agent for and be responsible to the Board of Supervisors for the proper and efficient administration of the affairs of the County placed in his or her charge by the Board; and he or she shall enforce ordinances, orders, policies, or regulations as directed by the Board of Supervisors.

2. Administrative Officer.

As the Administrative Officer, the CAO shall: AS REGARDS THE BOARD

- (a) Undertake studies and investigations related to matters of policy development and administration and other items requested by the Board of Supervisors.
- (b) Communicate, correspond, and act on behalf of the Board as requested, or, in urgent situations, as required, subject to ratification.
- (c) Attend Board meetings and assist the Board
- (d) Develop of the Board’s agenda, as directed by the policy of the Board, with assistance from the Clerk of the Board.
- (e) Review and recommend to the Board proposed grants, contracts, and renewals.

- (f) Recommend to the Board new positions, allocations of staffing and organizational structure for departments, and authorize emergency transfers or assignment of personnel.
- (g) Approve interdepartmental transfers of fixed assets.
- (h) Monitor the inventory and management of the County real property, and review and recommend leases.
- (i) Manage day to day decisions on County buildings and convene Space Needs Committee as needed.
- (j) Manage long-term building and space planning in conjunction with the Capital Improvements Committee.

AS REGARDS COORDINATION OF ISSUES

- (k) Monitor legislative affairs to protect the County's interests.
- (l) Convene County committees and work groups as appropriate.

AS REGARDS DEPARTMENTS

- (m) Monitor department performance and make recommendations to the Board of Supervisors concerning the evaluation of appointed department heads to insure proper identification of managerial performance.
- (n) Contact department heads in advance when their departments' affairs are specially affected by prospective Board agenda items.

AS REGARDS LABOR RELATIONS

- (o) Provide technical and policy support necessary for effective labor relations and collective bargaining.

3. Budgetary Officer.

As Budgetary Officer, the CAO shall:

- (a) Prepare and recommend the annual budget based on data compilation by County Auditor.
- (b) Exercise budgetary control and report periodically on budget issues and fiscal conditions.
- (c) Administer budget transfers as delegated by the Board.
- (d) Prepare multi-year forecasts of revenues/expenditure, and long-range fiscal strategy.
- (e) Work with Debt Advisory Committee to monitor debt financing and make recommendations on debt issuance.
- (f) Prepare capital improvement budgets

4. County Purchasing Agent.

As County Purchasing Agent, the CAO shall:

- (a) Oversee the purchase of fungible supplies.
- (b) Conduct or coordinate purchasing of fixed assets and vehicles as authorized by the Board.
- (c) Monitor compliance with federal and state laws.
- (d) Approve contracts on behalf of the Board, up to an amount of dollars specified by the Board.

5. Interpretation of this Resolution; Other Duties.

This Resolution shall be interpreted so as to conform to current and applicable federal and state law. This Resolution is not an exclusive list of duties. Other duties may be directed from time to time by Board minute order, and duties assigned in the past by minute order shall remain in effect unless they conflict with this Resolution.

The foregoing Resolution was adopted on April 12, 2022, at a regular meeting of the Plumas County Board of Supervisors by the following vote:

AYES: Supervisors: Thrall, Hagwood, Ceresola, Engel, Goss

NOES: Supervisors: None

ABSENT: Supervisors: None



Supervisor Goss, Chair, Board of Supervisor



Clerk of the Board of Supervisors