

MARIPOSA COUNTY ORDINANCE NO. 845

**AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 678  
REGARDING CHAPTER 2.92 ENTITLED "ADMINISTRATIVE OFFICER"**

**WHEREAS**, the Board of Supervisors of Mariposa County, a political subdivision of the State of California, desires to institute changes in the title of Administrative Officer;

**NOW, THEREFORE**, the Board of Supervisors does ordain as follows:

**SECTION I:** Ordinance No. 678, which added Chapter 2.92 entitled "Administrative Officer" is hereby repealed and replaced with Chapter 2.92 entitled "County Administrative Officer" which shall read in its entirety as follows:

"Chapter 2.92

COUNTY ADMINISTRATIVE OFFICER

Sections:

- 2.92.010 Position created--Extent of powers.
- 2.92.020 Appointment and removal.
- 2.92.030 Salary and benefits.
- 2.92.040 Administrative powers and duties.

2.92.010 Position created--Extent of powers.

There is hereby created, in and for the county of Mariposa, the position of County administrative officer. No provision of this ordinance is intended to nor shall it vest in the County administrative officer any right, duty, or responsibility which is now statutorily conferred on any other officer, department head, or employee of the county.

2.92.020 Appointment and removal.

A. The County administrative officer shall be chosen upon the basis of knowledge and skills in public administration, business administration, demonstrated administrative ability, and knowledge of public agency budgeting, personnel, finance and organization. This requirement may be met by a combination of education and experience equal to five (5) or more years in a

responsible administrative, executive, or supervisory position in a public agency or private company, or such combination of education and experience as may be acceptable to the board of supervisors.

B. The County administrative officer shall be appointed by, and serve at the pleasure of, the board of supervisors, and may be removed from office by majority vote of the board at any time.

2.92.030 Salary and benefits.

The compensation of the County administrative officer shall be established by resolution by the board of supervisors; benefits shall be the same as for other appointed county department heads.

2.92.040 Administrative powers and duties.

A. The County administrative officer shall be responsible to the board of supervisors for those specifically assigned activities concerning the administration of county offices, departments, and special districts under the jurisdiction of the board of supervisors. If designated by the board specific activities may include but not be limited to the following:

1. Attend all meetings of the board of supervisors and, when so directed, attend meetings of commissions and committees established by the board of supervisors;

2. Promulgate, monitor compliance, and report results of policies established by the board of supervisors;

3. Represent the board of supervisors in the county's intergovernmental relationships in accordance with board policies and instructions; and, when so directed, represent the board in dealing with individuals or groups concerned with county affairs;

4. Assist the clerk of the board in the preparation of the board's weekly agenda; evaluate departmental and other requests, and make recommendations on agenda items;

5. Conduct research in administrative practices so as to bring about greater efficiency and economy in county government; develop and recommend to the board of supervisors long-range plans to improve county operations;

6. Analyze proposed state and federal legislation, make recommendations to the board of supervisors for positions on proposed legislation;

7. Develop budget instructions and procedures, and when authorized or directed by the board of supervisors; recommend an annual operating budget based

on revenue projections, proposed goals, work programs, and projects, when authorized or instructed by the board of supervisors;

8. Monitor and report quarterly to the board of supervisors the expenditures, revenues and changes that may be necessary to stay within the board's approved financial plan;

9. Prepare, at the board's request, a proposed capital improvement budget based on long-range plans for acquiring, constructing or improving buildings and other county facilities;

10. Supervise, when authorized by the board of supervisors, select services that have been reviewed and found advantageous to centralization by the board, including purchasing and personnel;

11. Assist the board of supervisors, when requested, in surveying salaries and benefits for employees of other public jurisdictions; negotiate with representatives of employee organizations, and represent the board in other labor relations;

12. Perform such investigations, studies, or surveys as the board of supervisors may request for the efficient and effective use of manpower, materials, facilities, and services;

13. Assist department heads, on the request of the department head or on instruction of the board of supervisors, in solving problems which inhibit efficient operation within a department or create friction between departments;

14. Provide training and develop leadership programs for employees when a plan has been approved by the board of supervisors;

15. Report quarterly to the board of supervisors the more significant activities performed as administrative officer;


16. Periodically review and monitor the county policies and procedure manual. Meet with the personnel committee regarding proposed revisions to the manual and make recommendations to the board regarding operation, enforcement of and desired revisions to the manual; and

17. Perform an annual review and update on county insurance needs, obtain quotes on insurance required and make recommendations to the board regarding purchase of necessary insurance. Perform risk management services for the county."

**SECTION II:** This ordinance shall become effective thirty (30) days from the date of final passage pursuant to Government Code Section 25123.


**PASSED AND ADOPTED** this 1st day of December,  
1992 by the Board of Supervisors of Mariposa County by the fol-  
lowing vote:

<b>AYES:</b>	BAGGETT, ERICKSON, RADANOVICH
<b>NOES:</b>	NONE
<b>ABSENT:</b>	PUNTE
<b>ABSTAINED:</b>	TABER

  
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By Vice-Chairman  
SALLY S. PUNTE, Chairperson  
Board of Supervisors

**ATTEST:**

**APPROVED AS TO FORM  
LEGAL SUFFICIENCY:**

  
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MARGIE WILLIAMS  
Clerk of the Board

  
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JEFFREY G. GREEN  
County Counsel