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Chapter 040 [Board of Supervisors](#)

- **Section 010 [Regular Meetings](#)**
 - Regular meetings of the board shall be held on the first, third and fifth Tuesday of each month in Willows, California. (Ord 1040 § 1, (Part, 1993;Ord 1036 § 1,(Part) 1993 Ord. 731 § 1, 1980; Ord. 480 § 1, 1967.)
- **Section 010 [Office Created](#)**
 - There is hereby created in and for the County of Glenn a position to be known and designated as "County Administrative Officer."
 - A. No provision of this article is intended to vest in the County Administrative Officer any duty or grant to him or her any authority that is vested by law in any other County officer or employee.
 - B. Nothing herein shall be construed to delegate to him or her any authority or duty required to be performed by the Board of Supervisors.
 - C. The County Administrative Officer shall have no power to bind, obligate or commit the County of Glenn or the Board of Supervisors in connection with any contractual obligation unless specifically authorized by action of the Board of Supervisors. (Ord. 1172 § 2, 2005.)
- **Section 020 [Special Meetings](#)**
 - All special meetings of the board shall be called and held in the manner provided by law. (Ord. 480 § 2, 1967.)
- **Section 020 [Appointment & Salary](#)**
 - Upon appointment, the County Administrative Officer becomes an employee of the County. The Board of Supervisors shall set his or her salary and other terms and conditions of employment.
- **Section 030 [Salaries and Expenses of Supervisors](#)**
 - A. On January 1 of each year or as soon thereafter as the board may deem appropriate, the Board of

Supervisors will establish by ordinance the compensation of the supervisors, or may elect, as other County employees, to receive a salary based on the County pay schedule, which shall specify the range and step as appropriate, as stated in Section 3.06.021, 3.06.022 and 3.06.023. The Chairman shall receive an additional \$100 per month more than other members of the Board of Supervisors. In the event the supervisors do not enact an annual ordinance adjusting salaries, the supervisors will continue to receive the compensation pursuant to the last valid enacted ordinance.

B. Each Supervisor shall receive an annual transportation allowance for miles traveled within the County or, at the supervisor's election shall be paid, in a manner consistent with the methods for paying mileage for regular county employees, mileage expenses for miles traveled in the discharge of the supervisors' responsibilities. The rate at which mileage shall be reimbursed pursuant to this section shall be the current rate recognized by the United States Internal Revenue Service as exempt from taxation under the Internal Revenue Code.

C. Each supervisor shall be entitled to receive necessary expenses incurred in the performance of the supervisors' duties provided funds have been budgeted for such purposes.

D. The clerk of the board of supervisors shall maintain in a separate file all ordinances establishing and adjusting supervisors' salaries.

(Ord. 1180 § 1, 2005; Ord. 1149 § 1,2, 2002; Ord. 1145 § 1, 2002; Ord 1124 § 1 (Part), 2000; Ord. 1111 § 1, 1999; Ord. 1110 §1, 1999; Ord. 1090 § 1, 1997; Ord. 986 § 1,2, 1991; Ord. 846 §1, 1986; Ord. 823 § 1, 1985; Ord. 828 § 1, 1985; Ord. 817 § 1, 1984; Ord. 806 § 1, 1984; Ord. 759 § 1, 1981; Ord. 750 § 2, 1981; Ord. 718 § 1, 1979; Ord. 714 § 1, 1979; Ord. 664 § 1, 1977; Ord. 658 § 1, 1977)

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Section 040 Qualifications

○ A. The County Administrative Officer shall be appointed by the Board of Supervisors on the basis of educational qualifications and executive ability.

B. He or she shall be chosen upon the basis of knowledge and skills in public administration as set forth in the County Classification Specifications for this position as adopted by the Board of Supervisors and incorporated into this Code Section by this reference.

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Section 050 Selection, Term of Office, & Retention

○ A. The County Administrative Officer shall be appointed by resolution of the Board of Supervisors or by contract with the Board of Supervisors. The terms of any such resolution or contract shall incorporate by reference the provisions of this chapter.

B. The term of the first County Administrative Officer shall commence on the effective date of the resolution or contract and shall terminate at 12:00 a.m. on January 1, 2007. Thereafter, the regular term of office of the County Administrative Officer shall be three years, commencing on January 1 of the year 2007 and ending at 12:00 a.m. every third year thereafter.

C. The County Administrative Officer may be removed from office:

1. By majority vote of the Board of Supervisors upon 45 days? written notice of such removal;

2. Except that the County Administrator shall not be removed during the first 120 days following any change in membership of the Board of Supervisors:

(a) Unless there is a four-fifths vote of said Board of Supervisors. Such notice of removal shall be given at a regular meeting of the Board;

(b) Upon such removal, the Board may appoint an Acting County Administrator until a permanent successor is selected.

D. He or she will maintain residence within the County during his or her tenure in office, but he or she need not be a resident of the County at the time of appointment.

E. A vacancy occurring in the position of the County Administrative Officer shall be filled in the same manner as appointment of the County Administrative Officer, but the Board may, by resolution or contract, appoint an interim County Administrative Officer to complete any term in lieu of appointment of a County Administrative Officer for that purpose.

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Section 060 Newly Elected Supervisors

A. Upon request for a first-time supervisor elect, the board of supervisors may authorize the use of county general fund moneys for the training, and orientation of a supervisor-elect prior to the assumption of office by that supervisor-elect, including the payment of course fees, course materials, travel and per diem expenses.

B. Such training and orientation programs, and expenses therefor, shall be those the board deems proper and beneficial to the exercise of supervisorial duties by the newly elected supervisors.

C. In order for the board to expend county funds for the training and orientation of a supervisor-elect, the following shall be required:

1. The supervisor-elect shall make a formal request of the board of supervisors for training and orientation;

2. The request shall include information and/or attachments setting forth the relevant training data and/or course curriculum;

3. The request shall include an itemization of estimated expenditures.

(Ord. 776 § 1, 1982.)

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Section 060 General Duties

○ The County Administrative Officer shall have the following duties and responsibilities, which may include, but are not limited to, the following:

A. He or she shall be the Chief Administrative Officer of the County and, as such, act as the primary administrative advisor to the Board of Supervisors on all matters relating to the efficient and economical administration of County Government.

B. He or she shall also hold the position of the Clerk of the Board, and the office of the Clerk of the

Board will become a division of the County Administrative Officer's office, and the employees of the Clerk of the Board will become the employees of the County Administrative Officer.

C. He or she will oversee the County Personnel Department, which becomes a division of the County Administrative Office. The County Administrative Officer will work closely with the County Personnel Department.

D. He or she shall act as the executive agent of the Board of Supervisors in overseeing the implementation of authorized projects and programs, assuring appropriate coordination of departmental operations, and resolving interdepartmental problems and disputes.

E. He or she shall directly manage all County functions and operations except those committed by law or Board of Supervisors' action to elected County officers or appointed department heads, and shall be cognizant of the administration of all departments.

F. He or she shall exercise the full authority of the Board of Supervisors to work with the Personnel Director to recruit, interview, and recommend to the Board of Supervisors a minimum of two persons qualified for appointment to the position of non-elected department head by the Board of Supervisors.

G. He or she shall conduct research and make studies and investigations that could result in greater economy and efficiency in County government. He or she shall review and make recommendations to the Board of Supervisors on the basis of management principles such organizational changes as proposed by departments.

H. He or she shall recommend to the Board the creation, dissolution, merger or modification of organizational elements or work programs as deemed necessary for the efficient and economical operation of County government.

I. He or she shall recommend to the Board policies and adopt procedures for the orderly conduct of the County's administrative affairs.

J. He or she shall cause the budget planning process to be compatible with approved County policies and long-range plans. He or she shall work with the Director of Finance to evaluate the budget estimates of all departments and shall coordinate with the Director of Finance on the submission of a recommended annual budget to the Board of Supervisors.

K. At the direction of the Board of Supervisors, he or she shall conduct comprehensive management reviews and analyses of programs, projects, and departments, and report his or her findings and recommendations to the Board.

L. He or she attends and participates in meetings of the Board of Supervisors and supervises agenda preparation and follow-up.

M. He or she provides assistance and direction to County departments and staff in the preparation of agenda items and backup documentation.

N. He or she acts as a department head for the County Administrative Office; supervises, assigns, and reviews the work of administrative staff; hires and discharges administrative office personnel.

O. He or she shall keep current on pertinent federal, state and county laws and regulations

pertaining to county government operations.

P. He or she is responsible to the Board of Supervisors for strategies to assure County compliance with legal mandates, responsive and accountable County services, and cooperative solutions to regional problems.

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Section 070 Special Duties

- The County Administrative Officer shall perform such other duties as assigned by a majority vote of the Board of Supervisors and shall keep the Board advised of any and all matters which may be pertinent to the discharge of its responsibilities.

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Section 080 Delegation of Duties & Responsibilities

- If the Board chooses not to immediately fill the position of County Administrative Officer should it become vacant, the Board may by resolution or order delegate and assign any and/or all of the duties and responsibilities of the County Administrative Officer enumerated herein and as otherwise previously performed by the County Administrative Officer. (Ord. 1216 § 2, 2010.)

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Section 100 County Board of Equalization

- Effective September 6, 1982, and pursuant to the authority granted under Section 16 of Article 13 of the California Constitution and Revenue and Taxation Code Section 1601 et seq., the board of supervisors shall constitute the county board of equalization for the county. Except as otherwise provided by law, the county board of equalization shall equalize the value of all property on the local assessment roll by adjusting individual assessments. (Ord. 783 § 2, 1982.)

Source URL (modified on Apr 29 2016 - 3:32pm): <http://www.countyofglenn.net/board-supervisors-0>