

COUNTY ADMINISTRATOR

Function: General Government Administration
Division: County Administrator
Fund – Account Code: 100-012100

Mission:

To carry out the policy direction laid out by the Board of Supervisors and manage the operational aspects of the County government and the delivery of the public services it provides.

Description:

The County Administrator is appointed by, and serves at the pleasure of, the Board of Supervisors. The County Administrator serves as the administrative agent for the Board in carrying out the policies established by the Board, State mandates, federal regulations and County ordinances. In this capacity, he/she also manages the operations of the County Government, supervises County department heads, and prepares and presents the County budget and other financial plans. The County Administrator also serves as an advisor to the Board of Supervisors, keeping them informed of the County's financial and administrative condition and needs. The County Administrator prepares the agenda for the meetings of the Board and manages the flow of issues and business presented. He/she studies, presents for the Board's consideration and makes recommendations on, policy options that may be raised by County staff, advisory or intergovernmental bodies, or members of the public. The County Administrator also serves public. The County Administrator also serves as the primary public representative of the Board, communicating and interpreting the

Board's actions to the public, the business community and to other bodies, local or intergovernmental, with which the Board of Supervisors and the County may interact.

The County Administrator's Office is comprised of three full time employees: The County Administrator, an Assistant County Administrator, and an Administrative Assistant and one part time Human Resources Coordinator.

Goals/Objectives:

- Provide oversight of Six Month Goals that are Adopted by County Administrator and approved by Board of Supervisors.
- Continue implementation of County Strategic Plan as approved by Board of Supervisors
- Continue professional development Adopted for County Administrator and Assistant County Administrator through attendance at annual VACO, ICMA and VLGMA conferences. Administrative Assistant will be more active in Virginia Clerks Association.

Budget Highlights:

Funding is adopted in the Fiscal Year 2007-2008 Budget to allow for the transition of the Human Resource Coordinator from the Finance Department.

COUNTY ADMINISTRATOR (CON'T)

BUDGET HIGHLIGHTS:

Budget Funding and Expenditures	FY 05-06 Adopted Budget	FY 06-07 Adopted Budget	FY 07-08 Adopted Budget	Change Amount	%
Funding Sources:					
General Local Revenue	\$ 398,479	\$ 435,105	\$ 459,380	\$ 24,275	5.6%
Permits, Fees & Charges	-	-		-	0
Categorical Aid: State	-	-		-	0
Categorical Aid: Federal	-	-		-	0
Categorical Aid: Local	-	-		-	0
	<u>\$ 398,479</u>	<u>\$ 435,105</u>	<u>\$ 459,380</u>	<u>\$ 24,275</u>	<u>5.6%</u>
Expenditures:					
Personnel Services	\$ 239,854	\$ 271,466	\$ 297,500	\$ 26,034	9.6%
Employee Benefits	70,934	78,030	83,380	5,350	6.9%
Purchased Services	23,000	27,000	13,500	(13,500)	-50.0%
Other Charges	52,891	45,109	51,000	5,891	13.1%
Materials & Supplies	11,800	13,000	13,500	500	3.8%
Capital Outlay	-	500	500	-	0.0%
	<u>\$ 398,479</u>	<u>\$ 435,105</u>	<u>\$ 459,380</u>	<u>\$ 24,275</u>	<u>-16.6%</u>