

RESOLUTION 2024-29

A RESOLUTION ESTABLISHING THE OFFICE OF COUNTY ADMINISTRATOR FOR LINCOLN COUNTY, KANSAS

WHEREAS, the administrative functions of county government can be implemented with maximum efficiency and service to the public through sensible and economical administrative practices supervised by a county administrator of professional stature, experience, judgment, and training; and

WHEREAS, K.S.A. 19-101a et. seq. provides the Board of County Commissioners of any Kansas County with the authority to exercise powers of home rule as enumerated therein to determine its local affairs and government, including, in furtherance thereof, to establish the office of County Administrator; and

WHEREAS, the Governing Board hereby determines it to be in the best interest of Lincoln County at this time to establish said office and to establish the powers and duties thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LINCOLN COUNTY, KANSAS, that there is hereby established the Office of Lincoln County Administrator to serve as an administrative and managerial professional to provide direct assistance to the Lincoln County Board of Commissioners in the performance of their prescribed duties and responsibilities to the citizens of Lincoln County, Kansas.

BE IT FURTHER RESOLVED that the qualifications, salary, benefits, and duties of the County Administrator are hereby established as hereinafter set forth.

1. QUALIFICATIONS.

The County Administrator shall be chosen based on administrative and executive ability, education, experience, and knowledge of governmental operations.

The County Administrator shall have administrative experience involving the responsible management of resources and personnel; shall possess the ability to plan and execute work programs, including budgeting and the coordination of governmental functions; and shall possess a working knowledge of the functions and activities of local government.

The County Administrator shall serve at the pleasure of the Board of County Commissioners and be appointed and removed only by a two-thirds majority (super majority) of the Board.

2. COMPENSATION AND BENEFITS.

The compensation and other employment benefits of the County Administrator shall be established by the Board of County Commissioners of Lincoln County, Kansas by separate resolution and shall be set out in a written contract of employment.

3. COMPREHENSIVE EMPLOYMENT DUTIES AND RESPONSIBILITIES.

The County Administrator shall serve as the chief administrative officer of the County, subject to the direction and control of the Lincoln County Board of Commissioners ("the Board"), and as such shall be responsible for the effective administration of governmental affairs of Lincoln County which are legally placed in his or her charge.

The County Administrator shall be responsible for the coordination and enforcement of resolutions, policies, rules, and regulations adopted by the Board.

The County Administrator shall also be responsible for all County departments with an appointed (non-elected) department head as well as the functions of personnel/ human resources, purchasing, and other functions or departments that the Board creates or deems appropriate.

Additionally, the County Administrator shall carry out the following duties and responsibilities within the limits of and in conformance with the requirements of federal, state, and local laws and applicable county policies:

- A. Attend all meetings of the Lincoln County Board of County Commissioners;
- B. Present proposed policies, programs and plans to address County needs to the Board for review, revision, and approval; provide recommendations on matters within the scope of the administrative authority granted by the Board;
- C. Present an annual recommended operating budget and capital improvement program for review, revision and adoption by the Board and participate in the development of a long-term strategic plan for the County;
- D. Prepare and present estimates and projections of anticipated County revenue and expenditures to the Board for planning purposes;
- E. Monitor programs, budgets, income, and expenditures of all departments and funds and keep the Board informed of compliance and the financial position of the County;
- F. Manage County property that is under the authority of the Board;
- G. Coordinate and supervise the administrative operations of the departments of all County Department Heads appointed by the Board {"Appointed Department Heads"} as well as employees not assigned a specific department head. All officers and employees thereunder shall be administratively responsible to the County Administrator;
- H. Provide coordination across departments and agencies under the direct jurisdiction, legal, or physical control of the Board;
- I. Collaborate with Elected County Department Heads to provide for efficiencies in administrative services of County departments under their jurisdiction, providing technical assistance, within proper scope of expertise and training to such departments as needed and fostering a spirit of cooperation for the benefit of the County;

- J. When requested, provide technical assistance to advisory and governing boards appointed by the Board, as appropriate;
- K. Enforce personnel policies and practices heretofore adopted by the Board for all Lincoln County Departments;
- L. Approve the appointment, compensation, discipline and change in status of personnel in the departments of Appointed Department Heads in accordance with established compensation and employment policies, with approval by the Board. All employees affected by such decisions shall continue to have access to all appellate and other rights granted them by currently approved county personnel policies and applicable state law;
- M. Supervise and evaluate the performance of Appointed Department Heads, and all employees assigned, recommend compensation and / or disciplinary actions to the Board for consideration and approval;
- N. Enforce purchasing procedures for goods, services, equipment, and supplies needed in the administration of county government as approved, from time to time, by the Board, and ensure compliance with any applicable program or federal funding requirements;
- O. Monitor and provide regular reports to the Board concerning adherence by County departments to the personnel, purchasing, budget, accounting, and other administrative policies of the Board;
- P. Coordinate county programs and operations with other local governmental units, federal and state governments, and other governmental and nongovernmental entities and agencies;
- Q. Execute contracts and other documents approved by the Board;
- R. Prepare the agendas for all Board meetings in accordance with County policy and provide information needed for each agenda item;
- S. Prepare or cause to have prepared such reports as the Board may require concerning operations of the county government and prepare plans and programs for consideration in anticipation of future needs and services;
- T. Within proper scope of expertise and training, prepare plans, policy statements, manuals, contracts, reports, documents, and correspondence as directed by the Board;
- U. Oversee and be the point of contact for specific services identified by the Board, including but not limited to IT contracts and facility security;
- V. Identify potential grants for external funding of County projects and write, assist in writing, or procure professional services to write grant applications for submission and oversee any grant awards for compliance in accordance with established County

policy and all regulatory agency requirements

- W. Manage all special projects as directed by the Board;
- X. Identify and recommend individuals to the Board for appointment to county boards and commissions;
- Y. Perform such other duties as shall be lawfully delegated by the Board.

BE IT FURTHER RESOLVED that the County Administrator may use a facsimile signature; and, that a copy of such facsimile signature and a copy of this resolution be furnished to all departments and agencies of county government.


BE IT FINALLY RESOLVED that this resolution shall become effective upon passage at a legally convened meeting of the Lincoln County Board of Commissioners and publication in the official county newspaper.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF LINCOLN, KANSAS, on this 2nd day of December, 2024.

**BOARD OF COUNTY COMMISSIONERS
LINCOLN COUNTY, KANSAS**



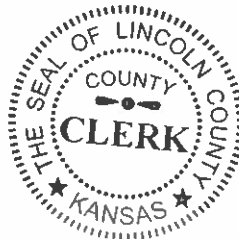
Dennis Ray, Chairman



Debora Smith, Vice-Chairman



Ryley Hembry, Member



Attest:



Dawn M. Harlow, County Clerk