

(Please Use this Form for Filing your Local Law with the Secretary of State)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County  
~~City~~ of ..... CLINTON  
~~Town~~  
~~Village~~  
Local Law No. .... 1 ..... of the year 19 80 .....

A local law ..... entitled "A LOCAL LAW ESTABLISHING THE POSITION OF  
(Insert title)  
COUNTY ADMINISTRATOR FOR THE COUNTY OF CLINTON"

Be it enacted by the ..... LEGISLATURE ..... of the  
(Name of Legislative Body)

County  
~~City~~ of ..... CLINTON ..... as follows:  
~~Town~~  
~~Village~~

Section 1. Legislative Intent.

The County of Clinton, heretofore having recognized the growing complexities of County Government and the resulting inadequacies of existing management procedures for the purpose of increasing the efficiency of management procedures of the County of Clinton, it having been increasingly evident that greater direction, control and coordination of County Government functions is necessary for efficient administration of the various departments of the County Government greatly increased in number and in complexity by the many mandated programs on both the Federal and State level of government. It has become apparent that the several agencies, departments and committees are in need of increased coordination in providing service to the people of the County of Clinton and more direct liaison with each other or with the Board of Legislators of the County of Clinton, and that the Legislature of the County of Clinton must assume a more efficient administrative control over the several boards, agencies, departments and advisory committees which have been or will be established to serve the needs of County Government.

Section 2. County Administrator.

There shall be a County Administrator who shall be directly responsible to the Legislature of the County of Clinton and perform the functions of the chief administrative officer on behalf of the Board of Legislators with said Board of Legislators retaining the final administrative authority.

Section 3. Appointment; Qualifications.

The County Administrator shall be appointed by the Board of Legislators and shall serve at the pleasure of the Board. At the time of appointment, the County Administrator shall possess a college degree and/or at least 10 years experience or training, or a combination thereof, in the field of public or business administration, or other educational training or professional experience or a combination thereof, and shall

~~(If additional space is needed, please attach sheets of the same size as this and number each)~~

be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office.

Section 4. Powers and Duties.

Without curtailing, diminishing, or transferring the powers of any elected or appointed County official, the County Administrator shall be responsible for the overall administration of County Government and shall provide and coordinate staff services to the Clinton County Legislature and Legislative committees: The County Administrator shall perform all duties now and hereafter conferred or imposed upon the office by law and directed by the Board of Legislators and shall have all the powers and perform all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are the following:

- (a) Clerk of the Clinton County Legislature (County Law #475); subject to separate Legislative appointment;
- (b) Appoint such assistants within the office as may be authorized by the Legislature;
- (c) Work in conjunction with and coordinate the activities of County Department Heads and the administration of all units of County Government to most efficiently implement the directives of the Board;
- (d) Determine in consultation with the Chairman of the Legislature, what officer shall perform a particular duty not clearly defined by law;
- (e) Execute and enforce all local laws, legalizing acts, ordinances and resolutions of the Legislature, and all other acts required by operation of law;
- (f) Serve as an advisor of the Legislature and develop policy and procedural recommendations for consideration of the Board;
- (g) Undertake research and submit to the Legislature reports and recommendations regarding governmental operations as he or she may deem appropriate for the Legislature;
- (h) Serve as liaison between the Board and the boards, commissions, and advisory committees established by the Legislature;
- (i) Maintain liaison and represent the Board in contacts with elected constitutional officials (i.e. County Treasurer, County Clerk, and Sheriff) and with political subdivisions, State and Federal officials and agencies;
- (j) Be the chief accounting authority of the County and prescribe such methods of accounting procedures for the County and its administrative agencies as he or she may deem necessary;
- (k) Examine and approve for payment all contracts, purchase orders, and other documents by which the County incurs financial obligations, having ascertained before approval that monies have been duly appropriated or provided for and allotted to meet such obligations and will be available when such obligations shall become due and payable, and record such obligations of the respective appropriations for such obligations are to be paid;
- (l) Audit and approve all bills, vouchers, invoices and other evidence of claims, demands or charges paid from County funds or by any County agency or payment for which the County, its offices or agents are responsible, and determine the regularity, legality and correctness of the same and recommend to the Legislature Deputy County Auditors for appointment (County Law #660);

- (m) Prescribe the form of receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, office or officials, institutions, and other agencies of the County;
- (n) Assume the responsibility of recommending a budget program that includes both long-range capital budgeting and annual operating capital budgets under the direction of the Legislature;
- (o) Participate with the Buildings and Insurance Committee relating to placement of all County insurance which shall be deemed necessary with the business and property of the County within appropriations set by the Board of Legislators;
- (p) Provide for the administration of supporting services and facilities for the various units of County Government, including the supervision of central reproduction; mail room, and telephone operations;
- (q) Establish and maintain as its agent, a uniform purchasing system to provide for the purchase, sale, rental and servicing for the County and all its units, including inspection, supervision, and determination as to quality and conformity with specifications and be responsible for compliance therewith (County Law #625, Highway Law, Section #134);
- (r) Participate in the conduct of collective negotiations with organized employee representatives;
- (s) Have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him or her by the Board of Legislators.

None of the above powers and duties shall operate to divest the Legislature of the County of Clinton of any of its functions; powers and duties.

Section 4. The position of County Administrator shall be a full-time position and the salary to be paid such County Administrator shall be fixed by resolution of the Legislature of the County of Clinton.

Section 5. Acting County Administrator.

The Chairman of the Board of Legislators shall, in the event of the County Administrator's absence from the County or inability to perform and exercise the powers and duties of the office, appoint an acting County Administrator, with the approval of the Board of Legislators. In no event may a person serve as acting County Administrator for a period greater than sixty (60) days in any calendar year unless authorized by the Board of Legislators. The acting County Administrator shall have all the powers and duties of the County Administrator during the period of his or her designation or until a new County Administrator shall be appointed pursuant to law and shall qualify to assume that office.

Section 6. Separability.

If any clause, sentence, paragraph, section or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree or order shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree or order shall have been rendered and the remainder of this Local Law shall not be affected thereby and shall remain in full force and effect.

Section 7. Effective Date.

This Local Law shall take effect on the first day of the month following the date of adoption and compliance with the requirements of law.

(Complete the certification in the paragraph which applies to the filing of this local law and strike out the matter therein which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 1 of 19 80.  
County  
of the ~~City~~ ~~Town~~ ~~Village~~ of Clinton was duly passed by the County Legislature  
~~City~~ ~~Town~~ ~~Village~~ (Name of Legislative Body)  
on September 10th 19 80 in accordance with the applicable provisions of law.

2. (Passage by local legislative body with approval or no disapproval by Elective Chief Executive Officer, \* or repassage after disapproval.)

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 19 \_\_\_\_\_.  
County  
of the ~~City~~ ~~Town~~ ~~Village~~ of \_\_\_\_\_ was duly passed by the \_\_\_\_\_  
~~City~~ ~~Town~~ ~~Village~~ (Name of Legislative Body)  
on \_\_\_\_\_ 19 \_\_\_\_\_ and was approved \_\_\_\_\_ by the \_\_\_\_\_  
not disapproved \_\_\_\_\_ repassed after disapproval \_\_\_\_\_ Elective Chief Executive Officer \*  
and was deemed duly adopted on \_\_\_\_\_ 19 \_\_\_\_\_, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 19 \_\_\_\_\_.  
County  
of the ~~City~~ ~~Town~~ ~~Village~~ of \_\_\_\_\_ was duly passed by the \_\_\_\_\_  
~~City~~ ~~Town~~ ~~Village~~ (Name of Legislative Body)  
on \_\_\_\_\_ 19 \_\_\_\_\_ and was approved \_\_\_\_\_ by the \_\_\_\_\_  
not disapproved \_\_\_\_\_ repassed after disapproval \_\_\_\_\_ Elective Chief Executive Officer \*  
on \_\_\_\_\_ 19 \_\_\_\_\_. Such local law was submitted to the people by reason of a  
mandatory referendum, and received the affirmative vote of a majority of the qualified electors voting  
permissive general  
thereon at the special election held on \_\_\_\_\_ 19 \_\_\_\_\_, in accordance with the appli-  
annual  
cable provisions of law.

4. (Subject to permissive referendum, and final adoption because no valid petition filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 19 \_\_\_\_\_.  
County  
of the ~~City~~ ~~Town~~ ~~Village~~ of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_  
~~City~~ ~~Town~~ ~~Village~~ (Name of Legislative Body)  
\_\_\_\_\_ 19 \_\_\_\_\_ and was approved \_\_\_\_\_ by the \_\_\_\_\_ on \_\_\_\_\_  
not disapproved \_\_\_\_\_ repassed after disapproval \_\_\_\_\_ Elective Chief Executive Officer \*  
\_\_\_\_\_ 19 \_\_\_\_\_. Such local law being subject to a permissive referendum and no  
valid petition requesting such referendum having been filed, said local law was deemed duly adopted on  
\_\_\_\_\_ 19 \_\_\_\_\_, in accordance with the applicable provisions of law.

\*Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairman of the county legislative body, the mayor of a city or village or the supervisor of a town, where such officer is vested with power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. .... of 19..... of the City of..... having been submitted to referendum pursuant to the provisions of § 36 § 37 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the special election held on ..... general ..... 19 ..... became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as Local Law No. .... of 19..... of the County of ....., State of New York, having been submitted to the Electors at the General Election of November ....., 19 ....., pursuant to subdivisions 5 and 7 of Section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph ..... above.

*Francis E. Broderick*

Clerk of the County legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: September 15, 1980

FRANCIS E. BRODERICK, CLERK  
CLINTON COUNTY LEGISLATURE

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized Attorney of locality.)

STATE OF NEW YORK

COUNTY OF ..... CLINTON.....

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

*[Signature]*

Signature

COUNTY ATTORNEY

Title

Date: September 15, 1980

County  
Clerk of CLINTON  
Town  
Village

DATE: September 18, 1980

Dear Sir/Madam:

Please be advised that Local Law (s) No. 1  
of 1980 of the County of Clinton  
was/were received and filed on September 16, 1980.  
Additional forms for filing local laws with this office will be  
forwarded upon request.

Sincerely yours,



Beatrice S. Frederick  
Director  
State Records & Law Bureau

**RECEIVED**  
**SEP 22 1980**  
**State County Legation**

BSF/bh

G224-093 (4/80)