

4p.

**JASPER COUNTY  
MONTICELLO, GEORGIA**

**ORDINANCE NO. O060403-01**

**AN ORDINANCE REGARDING THE COUNTY MANAGER; TO CLARIFY THE POWERS, DUTIES AND RESPONSIBILITIES OF SAID POSITION; PROCEDURES FOR QUALIFYING, HIRING AND FIRING SAID POSITION; TO PROVIDE FOR THE EFFICIENT ADMINISTRATION OF JASPER COUNTY GOVERNMENT; TO REPEAL CONFLICTING LAWS; AND FOR OTHER PURPOSES.**

**WHEREAS**, O.C.G.A. § 36-5-22 authorizes the Jasper County Board of Commissioners to create the office of county manager; and

**WHEREAS**, the Jasper County Board of Commissioners previously created the office of county manager without establishing specific powers, duties and responsibilities for the office; and

**WHEREAS**, said act authorizes the Board of Commissioners to vest in such office powers, duties, and responsibilities of an administrative nature; and

**WHEREAS**, said act further authorizes the Board of Commissioners to provide for the qualifications, method of selection, appointment, compensation and tenure of the office of County Manager;

**WHEREAS**, the Board of Commissioners finds that enactment of the following regulations regarding the office of County Manager promote a more efficient and responsive county government and are appropriate in order to advance the public health, safety and welfare;

**WHEREAS**, the Board of Commissioners wishes to adopt the following regulations regarding the office of County Manager.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of Jasper County, Georgia, and it is hereby ordained by the authority of same as follows:

**Section 1.**

That the Code of Ordinances, Jasper County, Georgia, is hereby amended by adding a new Article I of Chapter 2 to be entitled "County Manager." Said new Article shall read as follows:

**"Section 2-1. Appointment and Qualifications.**

The county manager shall be appointed as the full-time administrative officer of the Board of Commissioners. No person holding an elective office in Jasper County shall be eligible for appointment until one year after leaving elective office. Such appointment shall be by a

majority vote of the entire board. The county manager shall be prohibited from engaging in any political activity, and the county manager shall not be eligible to qualify as a candidate for an elective office in Jasper County for one year after leaving office. The county manager shall be appointed for a term to be determined by the board of commissioners; may succeed himself or herself; and at any time may be removed from office for cause after written notice and hearing by a majority vote of the entire board. The county manager need not be a resident of Jasper County at the time of his or her appointment but shall establish residence therein within a reasonable time as may be determined by the board of commissioners following such appointment and continue to reside therein throughout such appointment.

#### **Section 2-2. Powers and Duties.**

(e.) The county manager shall be the administrative head of the county government. He shall be responsible to the board of commissioners for the proper and efficient administration of all affairs of the County except as otherwise provided by law. The county manager shall:

- (1) Prepare the agenda of subjects to be acted on for all meetings of the Jasper County Board of Commissioners.
- (2) Attend all meetings of the board with the right to take part in the discussion, provided that he shall have no vote before the board. The county manager shall be entitled to notice of all special meetings.
- (3) Serve as clerk of the Board of Commissioners and maintain all required records of the operations and activities of the County, including the minutes of all meetings of the board.
- (4) Act as liaison between the board and the department heads and employees of the County.
- (5) Submit to the board of commissioners the names of final candidates prior to making the appointment of future heads of all departments of the County; and remove department heads and employees, with the exception of the county attorney and county auditor, pursuant to the personnel policies as may be adopted from time to time by the Board of Commissioners.
- (6) Prepare and submit to the board the proposed annual County budget.
- (7) Keep the board at all times fully advised as to the financial condition and needs of the County.
- (8) Ensure that all legislation, programs, regulations or plans promulgated and required by the board, the state and federal governments are duly carried out and complied with in accordance with such legislation, programs, regulations and plans.

- (9) Conduct studies and investigations and make reports thereon to the board concerning the operations of the departments, offices, and agencies of the County.
  - (10) Require any department, board, commission, or agency under the county manager's jurisdiction to submit written reports and to provide other information as deemed necessary.
  - (11) Prescribe, require, publish, and implement standards of administrative, management, and operating practices and procedures to be followed and adhered to by all offices, departments, boards, commissions, authorities, and other agencies of the County which are subject to the county manager's supervision and jurisdiction.
  - (12) Subject to the annual budget as adopted by the board of commissioners, act as the purchasing agent of Jasper County, by whom all purchases of goods and services shall be made pursuant to the rules and regulations as the board may adopt, provided that no purchase or obligation involving over five thousand dollars (\$5,000.00) shall be valid and binding until after approval by the board. He shall present, at least monthly, a complete register of all warrants and expenditures drawn and disbursed on County funds.
  - (13) Direct and supervise the performance of all contracts made by any person for work done for Jasper County and to supervise and regulate all purchases of materials and supplies for the County within such limitations and under such rules and regulations as may be imposed by the board.
  - (14) Perform such other duties as may be required by law, ordinance or resolution of the board.
- (b) Except for the purpose of inquiry and investigation, the board shall deal with employees of the County who are subject to appointment and removal by the county manager solely through the county manager and shall not give orders or directions to any such employee, either publicly or privately, directly or indirectly.

**Section 2-3. Appointment of Acting or Interim County Manager.**

- (a) The county manager may designate some qualified person to act as acting county manager in the event of a temporary absence of the manager from the County. While so engaged, the acting county manager shall have all of the rights, duties and authority of the county manager.
- (b) In the event that the position of county manager becomes vacant due to the death, resignation or termination of the manager, the board shall designate a qualified person to serve as interim county manager until such time as a permanent county manager is named by the board. The interim manager shall have all of the rights, duties and authority of the county manager."

Section 2.

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 3.

This Ordinance shall become effective upon adoption.

JASPER COUNTY, GEORGIA  
BOARD OF COMMISSIONERS

A test:

By: Greg Julian  
Ex Officio Clerk

Approved as to form:

By: [Signature]  
County Attorney

First Reading: 04/03/06

Second reading: 05/01/06

By: [Signature]  
Carl Pennamon, District 1

By: [Signature]  
Charles Hill, District 2

By: [Signature]  
Chairman Jack Bernard, District 3

By: [Signature]  
Greg Johnson, District 4

By: [Signature]  
Bob Yarbrough, District 5