

**RESOLUTION TO ESTABLISH AUTHORITY OF THE
POWHATAN COUNTY ADMINISTRATOR**

WHEREAS, pursuant to Virginia law the Powhatan County Board of Supervisors is vested with all of the authority and responsibility for managing and administrating the functions of county government; and

WHEREAS, pursuant to Va. Code §15.2-1540 the Board is authorized to appoint a chief administrative officer, and has appointed the County Administrator to serve in that role; and

WHEREAS, pursuant to Virginia law, the County Administrator has such authority as is delegated to the Administrator by the Board of Supervisors; and

WHEREAS, the Board of Supervisors has determined that it is in the best interest of the county to clearly delineate and identify the authority of the County Administrator,

NOW BE IT THEREFORE RESOLVED by the Board of Supervisors of Powhatan County that the County Administrator for Powhatan shall have the following delegated authority from the Board of Supervisors:

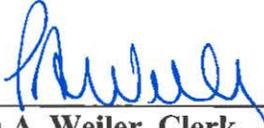
1. All authority granted by Va. Code §15.2-1541 (attached as Exhibit 1).
2. All of the authority necessary and incidental to carrying out the job description for the County Administrator (attached as Exhibit 2).
3. The authority to make purchases, and execute contracts for the purchase of goods and/or services where the dollar amount for said goods and/or services is contained in the approved county budget and has been appropriated by the Board of Supervisors, except that any purchases or contracts over \$100,000.00 will require the approval of the Board of Supervisors.
4. To sign any agreements, forms, or documents that are incidental to, or related to the performance by the County Administrator of any of the above described duties and responsibilities.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON MAY 4, 2015.



**William E. Melton, Chairman
Powhatan County Board of Supervisors**

ATTEST:



**Patricia A. Weiler, Clerk
Powhatan County Board of Supervisors**

RECORDED VOTE:

DAVID T. WILLIAMS	<u>AYE</u>
LARRY J. NORDVIG	<u>AYE</u>
BARRY C. HODGE	<u>AYE</u>
WILLIAM E. MELTON	<u>AYE</u>
CARSON L. TUCKER	<u>AYE</u>

§ 15.2-1541. Administrative head of government.

Every chief administrative officer shall be the administrative head of the local government in which he is employed. He shall be responsible to the governing body for the proper management of all the affairs of the locality which the governing body has authority to control.

He shall, unless it is otherwise provided by general law, charter or by ordinance or resolution of the governing body:

1. See that all ordinances, resolutions, directives and orders of the governing body and all laws of the Commonwealth required to be enforced through the governing body or officers subject to the control of the governing body are faithfully executed;
2. Make reports to the governing body from time to time as required or deemed advisable upon the affairs of the locality under his control and supervision;
3. Receive reports from, and give directions to, all heads of offices, departments and boards of the locality under his control and supervision;
4. Submit to the governing body a proposed annual budget, in accordance with general law, with his recommendations;
5. Execute the budget as finally adopted by the governing body;
6. Keep the governing body fully advised on the locality's financial condition and its future financial needs;
7. Appoint all officers and employees of the locality, except as he may authorize the head of an office, department and board responsible to him to appoint subordinates in such office, department and board;
8. Perform such other duties as may be prescribed by the governing body.

(1997, c. 587.)

CODE: 12100

**POWHATAN COUNTY, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: COUNTY ADMINISTRATOR
COUNTY ADMINISTRATION**

GENERAL STATEMENT OF JOB

Under minimal supervision, performs supervisory, administrative and managerial work in the administration of the County government. Work involves serving as the chief administrative officer of County government, coordinating and directing County operations; managing department heads and subordinate staff. Work also involves advising the Board of Supervisors and preparing policy recommendations for consideration. Employee is responsible for receiving, investigating and resolving complaints/concerns from Board members, County staff, and the general public. Employee must exercise considerable initiative and independent judgment in all phases of work and tact and courtesy in frequent contact with County employees, community groups, businesses, contractors, and the general public. Reports to the Board of Supervisors.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as chief administrative officer for the County; directs daily operations of the government; receives and responds to directives and initiatives from the Board of Supervisors; prepares policy recommendations for Board consideration and approval; represents Board before State and Federal legislative bodies.

Manages and supervises all departments, agencies and offices of the county to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the Board of Supervisors and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

COUNTY ADMINISTRATOR

Maintains harmony among workers and resolves grievances;

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Appoints and removes all department heads, officers, and employees of the county, except members of the Board of Supervisors of Supervisors and Constitutional Officers.

Sees that all laws and ordinances are faithfully performed.

Prepares and submits a preliminary annual County budget. Administers the adopted budget of the County.

Advises the Board of Supervisors of financial conditions and current and future county needs.

ADDITIONAL JOB FUNCTIONS

Recommends for adoption by the Board of Supervisors such measures, as County administrator may deem necessary or expedient.

Prepares and submits to the Board of Supervisors such reports as may be required by that body or as County Administrator may deem it advisable to submit.

Serves as chief administrative officer for the County; directs daily operations of the government; receives and responds to directives and initiatives from the Board of Supervisors; prepares policy recommendations for Board consideration and approval; represents Board before State and Federal legislative bodies.

Recruits, interviews, hires and manages department's professional and clerical staff; delegates responsibility for program activities to the appropriate department head or other employee; supervises and evaluates work of subordinate employees; ensures employees receive proper training and orientation.

Serves as Emergency Services Coordinator.

Represents the County at conferences, local meetings and public hearings; conducts interviews with television, radio and print media.

Oversees the construction of new facilities; manages the Capital Improvement Plan; reviews capital projects with developers, consultants, and agency officials; advises on pertinent County policies and guidelines.

Represents the County in a variety of situations including state, federal and community forums, interacting with citizens and local, state and federal elected and appointed officials.

Regularly attends meetings of the County Board of Supervisors, and of a number of regional boards and commissions to which the incumbent may be appointed by the Board of Supervisors.

COUNTY ADMINISTRATOR

Receives requests and complaints from the public concerning administrative actions of the various departments, channels the requests to appropriate departments, follows up on the corrective actions, and sees that replies to inquiries are given.

Analyzes jobs to delineate position responsibilities for use in wage and salary adjustments, promotion, and evaluation of workflow; studies methods of improving work measurements or performance standards.

Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions; analyzes unit operating practices, forms control, office layout, suggestion systems, personnel requirements, and performance standards, to create new systems or revise established procedures.

Prepares reports including conclusions and recommendations for solution of administrative problems; upon direction of the Board of Supervisors and with general policy guidance, prepares directives to department heads.

Coordinates collection and preparation of operating reports, such as time and attendance records, terminations, new hires, transfers, budget expenditures and statistical records of performance data.

Prepares and submits to the Board of Supervisors an annual budget together with a complete report on the finances and activities of the county for the preceding year; delineates and justifies requests for expenditures for new programs.

Makes and executes all lawful contracts on behalf of the County as to matters within his or her jurisdiction, except such as may be otherwise provided by law or ordinance or resolution by the Board of Supervisors

Performs such other legally permissible and proper duties and functions as the Board of Supervisors shall from time to time assign.

Plans Board of Supervisors meetings including preparation of advertisements and agenda, determination of topics and persons placed on agenda, obtaining and researching required information to submit for Board action; reviews submitted information to determine need for further research or Board explanation, etc.; advises Board, as needed; attends all Board of Supervisors meetings.

Supervises Department Chairmen and County personnel under direct supervision of County Administrator; handles personnel problems; hires, approves hiring and personnel actions of department chairs, advises the Board on personnel matters and policies and makes recommendations to the Board of Supervisors regarding new positions and personnel.

Represents the Board of Supervisors to the public, other governmental agencies, including state and federal agencies and elected and appointed officials, various commissions and boards, etc.; attends numerous governmental, civic and social meetings and events to represent the interest of the Board of Supervisors and the County; attends, professional conferences, workshops, seminars, etc. as appropriate to maintain professional standards and keep abreast of changes.

Regularly attends meetings of the County Board of Supervisors, and of a number of regional boards and commissions to which the incumbent may be appointed by the Board of Supervisors.

COUNTY ADMINISTRATOR

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in public or business administration, or a closely related field, and 6 to 9 years experience at a high management level with local government; or any equivalent combination of training and experience which provide the required skills, knowledge and abilities.

PERFORMANCE INDICATORS

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

COUNTY ADMINISTRATOR

Relationships with Others: Shares knowledge with Board of Supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with employees, and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, Board of Supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the County and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the office and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving office and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the office and County.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with other County officials to select and recommend employment of personnel who are qualified both technically and philosophically to meet the needs of the department and County. Directs the development and training of County personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls human and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

COUNTY ADMINISTRATOR

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet County goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the County. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the office and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of federal, state, and county policies regarding County administration. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department and County policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.