

PASSED

IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDINANCE NO. 8-07

IN THE MATTER OF AMENDING CHAPTER 2 OF THE LANE CODE REGARDING FUNCTIONS OF THE COUNTY ADMINISTRATOR AND ASSISTANT COUNTY ADMINISTRATOR

The Board of County Commissioners of Lane County ordains as follows:

Chapter 2 of Lane Code is hereby amended by deleting, substituting, and adding new sections as follows:

DELETE THESE SECTION(S)

2.110 through 2.115
as located on pages 2-3 through 2-4
a total of 2 pages

INSERT THESE SECTION(S)

2.110 through 2.115
as located on pages 2-3 through 2-4
a total of 2 pages

Said sections are attached hereto and incorporated herein by reference. The purpose of these substitutions and additions is to modify the functions of the County Administrator and Assistant County Administrator.

ENACTED this 14th day of AUGUST 2007.

Paula Stout
Chair, Lane County Board of Commissioners

Melissa A. [Signature]
Recording Secretary for this Meeting of the Board

APPROVED AS TO FORM

Date 7/19/07 Lane County

Jeres [Signature]
OFFICE OF LEGAL COUNSEL

COUNTY ADMINISTRATOR

2.110 County Administrator.

(1) The County Administrator shall be the Chief Administrative Officer of the County and shall be responsible only to the Board of Commissioners.

(2) All previous delegation in effect at the time of enactment of this Ordinance shall remain in effect and any future delegation of the authority from the Board to the County Administrator shall be in writing.

(3) The County Administrator shall be Budget Officer of Lane County and perform the functions assigned to such officer under general State law.

(4) The County Administrator shall be responsible to the Board for the following functions.

(a) Coordinating the activities of all other County Departments.

(b) The direction of the activities of all other administrative Departments.

(i) Recruitment, appointment, corrective action and dismissal of administrative Department Directors.

(ii) Preparation and administration of annual Department Director performance evaluations.

(iii) The setting and adjusting of salaries of administrative Department Directors in annual merit adjustments within the ranges approved by the Board.

(iv) Before taking final action on appointment or dismissal of department directors, the Administrator shall advise the Board of the cause and process used in such action.

(v) The adjusting of salaries of the Assistant County Administrator, County Counsel, and the Performance Auditor in accordance with the Board's performance evaluations and within the salary ranges approved by the Board.

(c) The preparation and recommendation of the annual budget and compensation plan.

(d) Preparation and administration of a management compensation plan.

(e) Planning, directing and evaluation of the development of internal management systems and procedures.

(f) The preparation of administrative regulations and policies to carry out the efficient operation of the County .

(g) Enforcement of ordinances, orders, rules, regulations, procedures and policies adopted by the Board.

(h) Preparation and submission of an annual report on the status of County operations.

(i) Performance of other duties as the Board directs. (Revised by Ordinance No. 13-83, Effective 5.27.83; 17-83, 10.1.83; 17-90, 1.18.91; 12-92; 10.14.92)

2.115 Additional Functions of the Office of County Administration.

(1) The Office shall have all those functions deemed necessary by the Board.

(2) Specifically, the Office shall have the following functions in addition to those responsibilities noted in LC 2.110 above:

(a) Community relations functions, to include internal publications, external communications, media liaison, community organization liaison, advisory

committee liaison, citizen assistance, information center, publication coordination and graphics support services.

(b) Agenda management, Clerk of the Board functions and support staff functions for the Board.

(c) Intergovernmental relations staff functions for the Board.

(d) Development and maintenance of the Lane County Administrative Procedures Manual.

(e) Coordination of Justice Services, as supervised by the County Administrator.

(f) Community and Economic Development functions as supervised by the County Administrator.

(3) Other functions assigned by the Board as reflected in the Lane Manual.

(4) The Assistant County Administrator is authorized to perform County Administrator functions as assigned by the County Administrator. *(Revised by Ordinance No. 13-83, Effective 5.27.83; 17-83, 10.1.83; 5-85, 7.10.85; 8-86, 7.25.86; 17-90, 1.18.91; 12-92; 10.14.92)*

||At right margin indicates changes
Bold indicates material being added
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE
FORMAT
2.115-2.115**

2.110 Lane Code

COUNTY ADMINISTRATOR

2.110 County Administrator.

(1) The County Administrator shall be the Chief Administrative Officer of the County and shall be responsible only to the Board of Commissioners.

(2) All previous delegation in effect at the time of enactment of this Ordinance shall remain in effect and any future delegation of the authority from the Board to the County Administrator shall be in writing.

(3) The County Administrator shall be Budget Officer of Lane County and perform the functions assigned to such officer under general State law.

(4) The County Administrator shall be responsible to the Board for the following functions.

(a) Coordinating the activities of all other County Departments.

(b) The direction of the activities of all other administrative Departments.

(i) Recruitment, appointment, corrective action and dismissal of administrative Department Directors.

(ii) Preparation and administration of annual Department Director performance evaluations.

(iii) The setting and adjusting of salaries of administrative Department Directors, ~~County Counsel, and the Performance Auditor~~ in annual merit adjustments within the ranges approved by the Board.

(iv) Before taking final action on appointment or dismissal of department directors, the Administrator shall advise the Board of the cause and process used in such action.

(v) ~~The adjusting of salaries of the Assistant County Administrator, County Counsel, and the Performance Auditor in accordance with the Board's performance evaluations and within the salary ranges approved by the Board.~~

(c) The preparation and recommendation of the annual budget and compensation plan.

(d) Preparation and administration of a management compensation plan.

(e) Planning, directing and evaluation of the development of internal management systems and procedures.

(f) The preparation of administrative regulations and policies to carry out the efficient operation of the County .

(g) Enforcement of ordinances, orders, rules, regulations, procedures and policies adopted by the Board.

(h) Preparation and submission of an annual report on the status of County operations.

(i) Performance of other duties as the Board directs. (Revised by Ordinance No. 13-83, Effective 5.27.83; 17-83, 10.1.83; 17-90, 1.18.91; 12-92; 10.14.92)

2.115 Additional Functions of the Office of County Administration.

(1) The Office shall have all those functions deemed necessary by the Board.

(2) Specifically, the Office shall have the following functions in addition to those responsibilities noted in LC 2.110 above:

||At right margin indicates changes

Bold indicates material being added

~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE
FORMAT**

~~2.1152.110~~

Lane Code

~~2.115-2.115~~

(a) Community relations functions, to include internal publications, external communications, media liaison, community organization liaison, advisory committee liaison, citizen assistance, information center, publication coordination and graphics support services.

(b) Agenda management, Clerk of the Board functions and support staff functions for the Board.

(c) Intergovernmental relations staff functions for the Board.

(d) Development and maintenance of the Lane County Administrative Procedures Manual.

(e) Coordination of Justice Services, as supervised by the County Administrator.

(f) Community and Economic Development functions as supervised by the County Administrator.

(3) **Other functions assigned by the Board as reflected in the Lane Manual.**

(4) **The Assistant County Administrator is authorized to perform County Administrator functions as assigned by the County Administrator.** *(Revised by Ordinance No. 13-83, Effective 5.27.83; 17-83, 10.1.83; 5-85, 7.10.85; 8-86, 7.25.86; 17-90, 1.18.91; 12-92; 10.14.92)*