

FILED

REEL 119 PAGE 337

AT.....O'CLOCK.....M

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

APR 28 1983

County Clerk
For Lane County, Oregon
BY *Patricia Hatten* DEPUTY
ORDINANCE N O. 13-83

) IN THE MATTER OF AMENDING CHAPTER 2
) OF LANE CODE TO DESCRIBE THE OFFICE
) OF COUNTY ADMINISTRATION

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

Chapter 2 of Lane Code is hereby amended by adding the following pages:

REMOVE THESE PAGES

INSERT THESE PAGES

2.105 - 2.110(5) to
2.110(5) - 2.115(2), i.e.
2-3a to 2-3b
(a total of two new pages)

Said pages are attached hereto and incorporated herein by reference. The purpose of this addition is to describe the Office of County Administration.

Enacted this 27th day of April, 1983.

Gerald H. Rust, Jr.
Chairman, Lane County Board of Commissioners

Debbie Mabe
Recording Secretary for this Meeting of the Board

In the Matter of Amending Chapter 2 of Lane Code to Describe the Office of County Administration

APPROVED AS TO FORM
DATE 3-31-83
Jeresa J. Wilson
OFFICE OF LEGAL COUNSEL

2.105

Lane Code

2.110(5)

Office of County Administration

2.105 Definitions. As used in this subchapter:

"Office" means the Office of County Administration which shall be a Staff Department of the Office of the Board of County Commissioners.

"County Administrator" means the Director of the Office of County Administration.

2.110 County Administrator.

(1) The Director of the Office shall have the title of County Administrator.

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

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

(5) The County Administrator shall be responsible to the Board for the following functions:

(a) Coordinating the activities of all County Departments.

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

(i) Recruitment, appointment, discipline and dismissal of administrative Department Heads.

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

(iii) The setting and adjusting of salaries of administrative Department Heads and County Counsel 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.

(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.

2.110(5)

Lane Code

2.115(2)

(f) The preparation of ordinances, orders, rules, 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.

2.115 Additional Office Functions.

(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 LM 2.105 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.