

**COUNTY OF WARREN, NEW YORK**  
**LOCAL LAW NO. 2 OF 2017**

**AMENDING LOCAL LAW NO. 3 OF 2010, AMENDING THE DUTIES AND AUTHORITY OF THE  
COUNTY ADMINISTRATOR FOR THE COUNTY OF WARREN**

**BE IT ENACTED**, by the Board of Supervisors of the County of Warren, New York, as follows:

SECTION 1. Legislative Intent. The Warren County Board of Supervisors, heretofore having recognized the growing complexities of County government and the resulting inadequacies of then-existing management procedures for the purpose of increasing the efficiency of such management procedures, adopted Local Law No. 3 of 2010 Establishing the Position of County Administrator for the County of Warren. The local law spelled out the duties, functions and powers of the office in great detail. The Board now finds that the administration and management of County government require flexibility of elected and appointed officials to address the requirements of day-to-day administration and in the structure of the office of County Administrator. As a result thereof it has become evident the several agencies, departments, and committees of the County government are in need of more direct liaison with the Board of Supervisors, and that the Board of Supervisors 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 continue to be a County Administrator who shall be directly responsible to the Board of Supervisors and perform the functions of a chief administrative officer on behalf of the Board of Supervisors with the Board of Supervisors retaining the final administrative authority.

SECTION 3. Appointment; Qualifications. The County Administrator shall be appointed by the Board of Supervisors and shall serve at the pleasure of the Board. At the time of appointment, the County Administrator should possess such educational training or professional experience or a combination thereof as the Board decides is required in order to fulfill the responsibilities of the office, and shall be appointed on the basis of such qualifications and such other considerations as the Board sees fit.

SECTION 4. Powers and Duties. Without curtailing, diminishing, or transferring the powers of any elected County official, the County Administrator shall be responsible for the overall administration of County government and shall provide and coordinate staff services to the Board of Supervisors, Chair of the Board and its Committees. The County Administrator shall perform all the duties now and hereafter conferred or imposed upon the office by law and directed by the Board of Supervisors and shall have all powers and perform all the duties necessarily implied or incidental thereto. Such powers and duties shall be established by the Board of Supervisors by resolution with such amendments as from time to time the Board deems advisable.

SECTION 5. Nothing herein contained shall operate to divest the Board of Supervisors or any other elected official of any functions, powers and duties.

SECTION 6. The heads of all administrative units are hereby directed to cooperate with the County Administrator and to provide such assistance and information as the County Administrator may request.

SECTION 7. The salary to be paid such County Administrator shall be fixed by resolution of the Warren County Board of Supervisors.

SECTION 8. Acting County Administrator. The Chairman of the Board of Supervisors shall be the acting County Administrator 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 for an extended period. In the event of the Chairman's inability to serve as acting County Administrator, the Board of Supervisors shall appoint an acting County Administrator. In no event may a person serve as acting County Administrator for a period greater than sixty days in any calendar year unless authorized by the Board of Supervisors. The acting County Administrator shall have all the powers and duties of the County Administrator during the period of his designation or until a new County Administrator shall be appointed pursuant to law and shall qualify to assume that office.

SECTION 9. County Administrative Staff. The staff of the County Administrator's office shall include such personnel as may be authorized from time to time by the Board of Supervisors to perform duties in the areas of administration, fiscal administration, municipal compliance or other responsibilities as authorized by resolution of the Board of Supervisors and subject to applicable Civil Service Law, rules and regulations. Any persons so appointed shall take the prescribed oath of office and furnish any required official undertaking.

SECTION 10. 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 11. 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.