

**COUNTY OF WARREN
LOCAL LAW NO. 5 OF 2026**

**“A LOCAL LAW ESTABLISHING THE POSITION OF COUNTY ADMINISTRATOR
FOR THE COUNTY OF WARREN AND REPEALING AND REPLACING
LOCAL LAW NO. 3 OF 2010 AND LOCAL LAW NO. 2 OF 2017”**

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 recognizes the growing complexities of County government by the many mandated programs on both the Federal and State level of government and the need for increased direction, control and coordination of County governmental functions in order to provide a more efficient administration of the various departments and agencies of the County of Warren.

It is the purpose and intent of this local law to provide administrative assistance to the Warren County Board of Supervisors, in order to provide uniformity in the daily County operations and to improve short and long-term planning for increased efficiency of County government.

SECTION 2. COUNTY ADMINISTRATOR. There shall 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 final administrative authority. The position of County Administrator shall be unclassified for Civil Services purposes.

SECTION 3. APPOINTMENT; QUALIFICATIONS. The County Administrator shall be appointed by the Board of Supervisors and shall serve a term consistent with the term of the Board of Supervisors. At the time of appointment, the County Administrator should possess a Juris Doctorate Degree, Masters in Business Administration or Masters in Public Administration and have at least five years experience as a County Department Head, County Attorney or equivalent in Federal, State, local government or private sector comparable position, or may have such other comparable educational training or professional experience or a combination thereof, and shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office. The County Administrator shall reside within the County of Warren upon appointment and during the term of appointment.

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 daily administration of County Government and shall provide and coordinate staff services to the Board of Supervisors, Chairman 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 necessary implied or incidental thereto. Among such powers and duties, but not way of limitation, are to:

- (a) serve as an advisor to the Board of Supervisors and develop policy and procedural recommendations for consideration of the Board;
- (b) undertake research and submit to the Board of Supervisors reports and recommendations regarding governmental operations and projects or activities undertaken or proposed to be undertaken by the Board as he or she may deem appropriate or the Board of Supervisors may require, and provide such assistance to the Board and its Committees as may be requested by the Board;
- (c) assist the Budget Officer in the preparation of the tentative County budget and

- development of a budget program that includes both long-range capital project planning, debt issuance and repayment and annual operating capital budgets under the direction of the Board of Supervisors;
- (d) monitor and report on the impact of Federal and State changes that affect County finances;
 - (e) determine and report to the Board of Supervisors about the financial and budgetary impact of proposed County directives, projects and policies;
 - (f) execute and enforce all local laws, legalizing acts, ordinances, resolutions, programs and policies of the Board of Supervisors, and all other acts required by operation of law;
 - (g) promulgate administrative directions and/or procedures implementing the provisions of the acts and resolutions of the Board of Supervisors;
 - (h) determine in consultation with the Chairman of the Board, what officer shall perform a particular duty not clearly defined by law;
 - (i) serve as a liaison between the Board and the boards, commissions, and advisory committees established by the Board of Supervisors;
 - (j) serve as a liaison and represent the Board in contacts with the elected county offices and with political subdivisions, State and Federal officials and agencies;
 - (k) make recommendations for appointments by the Board of Supervisors for all non-elected heads of unit of County Government, including all appointed positions authorized pursuant to Municipal Home Rule Law §10 and County Law §204;
 - (l) to the extent not provided by law, prescribe methods of accounting procedures for the County and its administrative agencies as he or she may deem necessary;
 - (m) have oversight of all contracts, purchase orders, and other documents by which the County incurs financial obligations and whether County money has been duly appropriated or provided for and allocated to meet such obligations and will be available when such obligations shall become due and payable;
 - (n) prescribe the form of receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials, institutions, and other agencies of the County;
 - (o) provide for the administration of supporting services and facilities for the various units of County Government, including the supervision of central reproduction, mail room, and telephone and information technology operations;
 - (p) lead and/or participate in the conduct of collaborative negotiations with organized employee representatives and employee labor unions;
 - (q) appoint such assistants within the office as may be authorized by the Board of Supervisors;
 - (r) have oversight, provide direction, evaluate and assess the operations, procedures, goals and objectives of the various County Departments such that their activities and operations are consistent with County general and specific directives, policies and goals and objectives and, from time to time as may be appropriate, report to the Board of Supervisors concerning the same;
 - (s) administer County fiscal affairs involving the several departments and agencies of county government, including approving interfund transfers and providing information by appropriate budgetary controls and the efficient and economical

- management of appropriated funds;
- (t) have oversight and provide direction with County personnel matters and policies; and
- (u) provide interdepartmental leadership and unify overall management of county affairs by supporting the operations of department heads, implement administrative policies of the County Administrator, address common issues among departments, and identify potential interdepartmental efficiencies;
- (v) have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon them by the Board of Supervisors.

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

SECTION 6. The heads of all administrative units are hereby directed to cooperate and be accountable to 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 Chairperson 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 that the Chairperson is unable to serve as Acting County Administrator, then the Chairperson of the Finance Committee shall serve as the Acting County Administrator. In the event that the Chairperson of the Finance Committee is unable to serve as Acting County Administrator, then 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 designation or until a new County Administrator shall be appointed pursuant to law and qualify to assume that office upon executing and filing an oath of 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, including but not limited to:

- (a) The position of Confidential Secretary to the County Administrator, subject to the provisions of applicable Civil Service Law, rules and/or regulations. The County Administrator shall appoint such Confidential Secretary, who shall serve at the pleasure of the County Administrator;
- (b) There shall be an Assistant County Administrator who shall be appointed by the County Administrator and serve at the pleasure of the County Administrator. The Assistant County Administrator shall be chosen on the basis of training and experience in the fields of administration and fiscal management and qualified to support the County Administrator in executing their assigned duties. The person so appointed shall take the prescribed Oath of Office and furnish any required official undertaking. The Assistant County Administrator shall have the following powers

and duties:

1. Professional, administrative and managerial functions as directed by the County Administrator;
2. Coordinating and monitoring the progress of county projects as directed by the County Administrator, which may include working with County Supervisors, Department Heads, Consultants and Engineers, as necessary;
3. Assisting in the preparation of the county budget, multi-year financial management and capital plans and assisting in the evaluation of County's fiscal position relative to the budget, working with the Budget Officer and County Administrator;
4. Undertake research and analysis of policy issues under consideration by the County and prepare recommendations as directed by the County Administrator;
5. Assist County Administrator in implementing directives, programs and policies of the Board of Supervisors;
6. Assist with Collective Bargaining negotiations; and
7. Performing designated duties assigned to the County Administrator in the absence of the Administrator. Examples include, but are not limited to, managerial functions as directed by the Board of Supervisors, enforcing policies and procedures to ensure smooth operations of all departments, responding to questions, receiving and giving status reports on ongoing issues, and attending a variety of meetings, including Board of Supervisors, committee meetings and department head meetings.

SECTION 10. IMPACT OF THIS LOCAL LAW ON OTHER LOCAL LAWS-REPEALING AND REPLACING LOCAL LAW NO. 3 OF 2010 AND LOCAL LAW NO. 2 OF 2017. Insofar as the provisions of this Local Law supercede or are inconsistent with the provisions of any previously enacted Local Law, including Local Law No. 3 of 2010, as originally adopted, and as amended by Local Law No. 2 of 2017, this Local Law No. 5 of 2026 shall be controlling. Local Law No. 3 of 2010 and Local Law No. 2 of 2017 are hereby repealed and replaced in their entirety. Nothing in this Local Law shall be deemed to modify or expand the appointed term of the County Administrator prior to the enactment of this Local Law.

SECTION 11. SEVERABILITY. In the event that any provision of this Local Law shall be determined by a Court of Law to be illegal and/or unenforceable, this Local Law, to the extent the Courts have determined practical shall continue in full force and effect as if the said illegal or unenforceable provision were not contained a part thereof.

SECTION 12. This Local Law shall take effect immediately upon filing with the Secretary of State.