

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES

In the Year Two Thousand and One

Ordinance 01-04

To amend Part 2, Section 2 of the Barnstable County Administrative Code to add and amend language for Office of County Administrator.

Barnstable County hereby ordains:

To amend Section 2.1 of the Barnstable County Administrative Code to read as follows:

PART 2. COUNTY DEPARTMENTS AND OFFICES, IN PARTICULAR

Section 2.1 Office of County Administrator

(a) County Administrator

The Board of County Commissioners shall appoint a County Administrator in accordance with BCHRC, § 3-10. The Board of County Commissioners shall appoint a County Administrator for an indefinite term subject to an annual review of performance. The County Administrator shall be a person especially fitted by education, training and experience in public administration to perform the duties of the office. The County Administrative need not be a resident of Barnstable County at the time of appointment to the office, but the administrator shall establish a residence in the county within a reasonable time. The commissioners may waive the residency requirement for good cause for a period not to exceed two years. If after the two year period the administrator has not been able to establish residence in the county, the Assembly of Delegates, upon request from the commissioners, may extend the waiver for good cause. The administrator shall devote full time to the office and shall not be actively engaged in any other business, occupation or profession while serving as administrator. The County Administrator may be removed in accordance with provisions of BCHRC § 3-15.

(b) Powers, Duties and Responsibilities

The County Administrator shall have, possess and may exercise all powers, rights, and duties commonly associated with the office of chief administrative officer of a local governmental unit, as set forth in BCHRC § 3-11, and exercise general administrative supervision over all County agencies, unless otherwise provided by law, as set forth in BCHRC § 3-10 (c). The County Administrator may authorize any subordinate officer, department head or employee of the County to exercise any power, function or duty assigned by charter to the County Administrator, provided that all acts performed under such delegation shall be deemed to be the acts of the County Administrator, as set forth in the BCHRC § 3-13. The County Administrator shall identify opportunities for inter-local cooperation, regional and shared service delivery. The County Administrator shall, under the policy direction of the Board of County Commissioners, market regional service-delivery opportunities to governmental units within the County. The County Administrator shall be responsible for County personnel management including management of a merit personnel system as set forth in BCHRC § 4-2 (b) 5. The powers and duties specifically assigned to the County Administrator are set forth in BCHRC § 3-11 (a) to (1). Any administrative responsibility or function not assigned by law or this Administrative Code to a department or office, unless otherwise provided by the Barnstable County Home Rule Charter, shall be assumed by the County Administrator.


(a) Assistant County Administrator

The Board of County Commissioners shall appoint an Assistant County Administrator.

(b) Powers, Duties and Responsibilities

The Assistant County Administrator shall assist the County Administrator with the development of policy and procedure recommendations relating to all aspects of county government. The Assistant County Administrator acts as the County Administrator in the absence of the County Administrator. The Assistant County Administrator acts as the County Human Resources Director and advises the County Administrator and the County Commissioners on personnel matters. The Assistant County Administrator has supervisory responsibility for the Office of County Commissioner, Dredge Department, Resource Development Department, Cape Light Compact, Human Services Department, and Children's Cove.

Adopted on April 4, 2001 by the Assembly of Delegates


Thomas Bernardo, Speaker

Approved by the Board of County Commissioners, APR 25 2001, at, 9:40 AM.
Date Time

