

ORDINANCE NO. 1342

**AMENDING THE GLENN COUNTY ORDINANCE CODE BY AMENDING SECTION 2.06.060
REGARDING DUTIES AND RESPONSIBILITIES OF THE COUNTY ADMINISTRATIVE OFFICER**

THE BOARD OF SUPERVISORS OF THE COUNTY OF GLENN ORDAINS AS FOLLOWS:

Section 1: The Glenn County Ordinance Code is hereby amended by amending Municipal Code Section 2.06.060 Duties And Responsibilities to read in its entirety as follows:

2.06.060 Duties And Responsibilities

1. The County Administrative Officer is accountable for the effective administration and management of all governmental affairs of the County which may legally be placed in the charge and control of the County Administrative Officer. Nothing in this Chapter shall preclude or impinge the authority of a majority of the Board from giving direction to the County Administrative Officer in public session. The County Administrative Officer shall have such other powers and duties as the Board may assign hereafter by motion, resolution, or ordinance.
2. The primary duties and responsibilities of the County Administrative Officer shall be to implement the directives of the Board; plan, organize, control and direct the overall operation of the County; set the agenda for each regular and special meeting of the Board and each of the Board Committees; prepare, present and monitor the County budget; promote County activities and affairs with government and private entities, community organizations, industry and the general public; and, serve on various committees and agencies. The County Administrative Officer shall have the authority to require and receive any and all information from any County department that the County Administrative Officer may deem necessary to fulfill the above-enumerated duties and responsibilities.
3. Further duties and responsibilities of the County Administrative Officer shall include, but shall not be limited to, the following:
 1. Policy:
 1. The County Administrative Officer shall develop and recommend policy and policy alternatives to the Board for consideration. It shall be the role of the County Administrative Officer to advise the Board in the development of policy matters through the analysis, development, and presentation of policy alternatives, including the anticipated consequences of such alternatives and the cost-benefit analysis of such alternatives. The County Administrative Officer, or his/her

designee, shall attend all meetings of the Board and advise on matters of policy and administration.

2. The County Administrative Officer shall implement the policies adopted by the Board; promulgate rules and regulations necessary to implement those policies; and, shall ensure such policies, rules and regulations are properly distributed and explained to all affected personnel.
3. The County Administrative Officer shall supervise and direct the preparation and maintenance of the policies and procedures of the Board regarding the administrative affairs of the County, including the procedure for review of departmental matters by the County Administrative Officer prior to the submission of such matters to the Board. The County Administrative Officer shall utilize Administrative orders as appropriate to provide administrative direction to departments.

2. Departmental Duties and Responsibilities. To the extent permitted by law, the County Administrative Officer shall:

1. Be authorized to assign or delegate the administration of duties to any County Administrative Officer designee within the office of the County Administrative Officer.
2. Receive projects that the Board has directed to the County Administrative Officer for action and refer those projects to the appropriate departments.
3. Monitor and report to the Board regarding the performance of County departments.
4. Evaluate all proposed departmental programs and recommend those to the Board the County Administrative Officer believes should be approved or modified and periodically evaluate existing departmental programs and recommend changes to the Board where they are indicated.
5. Evaluate departmental organization on a continuous basis, subject to the limitations of State law or the directives of the Board; initiate changes in directives of the Board; initiate changes in inter-departmental organization, structure, duties or responsibilities when warranted, including authorizing the transfer of equipment between departments; assign office space to County departments in County facilities; authorize budgeted out-of-state travel and in-county business expenses in accordance with rules and regulations based upon policies approved by the Board; and, recommend to the Board the transfer of positions between departments and the consolidation or combining of County offices, departments, positions, or units.

6. Periodically review permanent and limited-term personnel positions to assure that the positions are required and that funds are available; authorize the use of limited term positions; and, authorize and control the use of public service employees.
 7. Perform the annual performance review of all appointed department heads and execute the increases or decreases in compensation in accordance with demonstrated performance and Board policy.
 8. Confer with department heads as necessary to discuss performance in meeting goals and objectives.
 9. Supervise and discipline appointed department heads, pursuant to resolution of the Board of Supervisors. This does not include acting as the appointing authority for the appointed department heads, unless this authority is delegated by the Board through a resolution.
 10. Assist department heads in resolving issues that inhibit efficient operation within a department or that create friction between departments when necessary.
 11. Chair the County Management Team, provide management training, and develop leadership qualities among department heads to build a County Management Team that has the ability to plan for and meet future challenges.
 12. Be responsible for working with elected County officials to ensure management accountability for the resources allocated to them by the Board.
3. Authority to Approve Emergency Transactions. The Board does hereby delegate to the County Administrative Officer the power to enter into and execute contracts as authorized by Public Contracts Code Section 20132 during emergencies. Emergencies shall mean situations requiring immediate action by the County where delaying action until the Board meets would endanger public peace, health, or safety. The County Administrative Officer shall also have the authority to approve emergency purchases and emergency travel requests, and shall immediately report all such approvals to the Board in writing.
4. Management of the County's Administrative Office. The County Administrative Officer, through the Administrative Office, shall coordinate the activities of all County departments, prepare recommendations to the Board and execute Board directives as they relate to departmental operations. The County Administrative Office personnel, under direction of the County Administrative Officer, shall also provide support, advice and assistance to all County departments. The County Administrative Officer shall resolve conflicts and serve as a coordinator, mediator or other role(s) as determined appropriate by the Board in managing the needs of each County department and County government overall.

5. Staff to the Board. The County Administrative Officer and County Administrative Office personnel shall provide staff support to the Board.

1. The County Administrative Officer, under the direction of the Board, shall represent the Board and the County generally in public relations at the local, regional, state and federal level.
2. As staff to the Board, the County Administrative Officer is authorized to coordinate and facilitate the public meeting agenda process of the Board. The County Administrative Officer shall ensure that all Board agenda requests are complete and that all relevant information is available for effective decision making. The County Administrative Officer shall have the authority to request and receive justification of each agenda item from a department head as the County Administrative Officer deems appropriate to effectively and efficiently conduct County business. The County Administrative Officer is authorized to set the agenda for each regular and special meeting of the Board, including all Board Committee meetings.

6. County Budget.

1. As County Budget Officer, the County Administrative Officer shall supervise and direct the preparation of the annual County budget for all funds. In the performance of this duty, the County Administrative Officer shall review and evaluate all departmental operating and capital requests and all items in the recommended budget including proposed appropriations, revenues, and reserves. The County Administrative Officer shall submit the recommended budget to the Board together with a written report and recommendations which shall be based on Board policy direction, revenue projections, budget targets, and proposed goals, objectives, work programs and projects developed by the various County departments.
2. The County Administrative Officer shall evaluate the budget adopted by the Board on an ongoing basis to ensure that throughout the fiscal year such revenues and expenditures are necessary, proper, and consistent with the annual budget.
3. The County Administrative Officer shall report to the Board, not less than semi-annually, the status of the budget expenditures and revenues and recommend adjustments as necessary.
4. All requests for changes to the annual budget shall first be submitted to the County Administrative Officer who shall transmit them to the Board together with recommendations; provided, however, pursuant to section 29125 of the Government Code, the County Administrative Officer is hereby granted the

authority to approve transfers and revisions within a previously Board approved appropriation.

5. Produce, or cause to be produced, such records, documents and related information as may be necessary to permit the Board, or its agent or delegee, to conduct a management audit of his/her office or any other office or department in the County as the Board shall deem necessary.
7. Legislative Advocacy. The County Administrative Officer shall implement the Board's legislative advocacy program and shall monitor federal, state and local legislative matters as they relate to County and local government, economic development, inter-governmental relations, and other County issues. It is expected that individual members of the Board should have ready access to legislative matters, including current, pending and proposed matters, through and with the assistance of the County Administrative Officer. The County Administrative Officer shall perform legislative analysis and coordinate the development of recommendations to the Board concerning legislative activities.
8. Employee Bargaining. The County Administrative Officer shall oversee and participate, as necessary, with the designated Board appointed employer-employee representative in the meet-and-confer process with employee representatives.
9. Purchasing Agent. The County Administrative Officer shall be the designated Purchasing Agent for the County pursuant to section 25500 of the California Government Code and shall, in conjunction with the General Services Department, oversee all County purchases and contracts.
10. Emergency Services. The County Administrative Officer, with the assistance of the Emergency Operations Manager, exercises control of County government in extreme emergencies when there is not sufficient opportunity for the Board to act, hire necessary extra personnel, and purchase necessary supplies and equipment to meet such emergencies.
11. Insurance Programs. In conjunction with the Golden State Risk Management Authority, supervise the County's insurance programs and advise the Board of recommended changes.
12. Real and Personal Property. In conjunction with the Department of Finance and the General Services Director, maintain or supervise the maintenance of inventories of all of the County's real and personal property.
13. Long-Range Planning. Develop and recommend to the Board, long-range plans to improve County operations and to prepare for future County growth and development. Part of this process may involve preparation of long-term strategic plans.

14. Duties Performed For Ex Officio Governing Bodies. The duties herein provided and the services to be rendered by the County Administrative Officer shall be performed for the Board in connection with any entities for which the Board may be ex officio the governing body.

Section 2: If any section, subsection, sentence, clause, phrase, or portion of this ordinance is held by a court of competent jurisdiction to be invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and the holding shall not affect the validity of the remaining portions of this ordinance.

Section 3: This ordinance shall take effect thirty (30) days after the date of final passage and, together with the names of the members of the Board of Supervisors voting for and against the ordinance, shall be published a newspaper of general circulation, at least once before the expiration of fifteen (15) days from the date of passage.

PASSED AND ADOPTED this 10th day of March 2026, by the Glenn County Board of Supervisors, State of California, by the following vote:

AYES: Supervisors Arendt, Rossman, Withrow, Yoder and Carmon

NOES: None

ABSENT OR ABSTAIN: None



GRANT CARMON, Chairman
Glenn County Board of Supervisors

ATTEST:



SCOTT H. DE MOSS, Clerk of the Board
County of Glenn, California