

# ABOUT THE COUNTY EXECUTIVE

## Primary Duties

In the executive form of county government, the executive administers the activities of county departments and offices, except those headed by the other elected county officials, and the executive facilitates the operations of the other departments of the county. The county executive acts in an advisory capacity to all standing committees oversees matters concerning the coordination and operation of the county's programs and policies.

May oversee the care and custody of county-owned property, including museums, animal control facilities, waste treatment plants, recreational facilities and sanitary landfills. May provide employment procedures, personnel policies, maintenance of property record system, business and economic development, and various types of insurance.

## Duties of the county executive include:

- See that all of the orders, resolutions and regulations of the board are faithfully executed.
- Coordinate and direct by executive order or otherwise all administrative and management functions of the county government except the offices of elected county officers.
- Prepare and submit to the board for its approval the annual budget for the county.
- Make an annual report to the board on the affairs of the county, and keep the board fully advised as to the financial condition of the county and its future financial needs.
- Require reports and examine accounts, records and operations of all county administrative units.
- Supervise the care and custody of all county property including institutions and agencies.
- Preside over board meetings; however, the county executive is not entitled to vote except to break a tie vote.
- Approve or veto any ordinance or resolution passed, adopted or otherwise enacted by the board.

## Other Responsibilities

The county executive serves as a Freedom of Information officer for the county. The Freedom of Information Act (FOIA) requires "public bodies" to make their records available for inspection to all citizens.

The executive has the discretion to appoint a person to serve as legal counsel at an annual salary established by the county board at an amount no greater than the annual salary of the state's attorney of the county.

## Training

The Office of the County Executive is open to lay persons.

## Term

In an executive form of government, county executive is an elected office serving a four-year term.



*The executive serves as the administrative branch of county government.*

With the advice and consent of the board:

- Appoint persons to serve on the various boards and commissions to which appointments are provided by law to be made by the board.
- Appoint persons to serve on various special districts within the county except where appointment to serve on such districts is otherwise provided by law.
- Appoint such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected county officer.
- Enter into intergovernmental agreements with other governmental units;
- Negotiate on behalf of the county with governmental units and the private sector for the purpose of promoting economic growth and development.