



## Ohio Revised Code

### Section 305.30 County administrator - powers and duties.

Effective: September 29, 1999

Legislation: Senate Bill 31 - 123rd General Assembly

---

The county administrator, under the direction of the board of county commissioners, shall do the following:

- (A) Assist in the administration, enforcement, and execution of the policies and resolutions of the board;
- (B) Supervise and direct the activities of the affairs of the divisions of county government under the control or jurisdiction of the board;
- (C) Attend all meetings of the board at which the administrator's attendance is required by that body;
- (D) Recommend measures for adoption to the board;
- (E) Prepare and submit to the board reports required by that body, or reports that it considers advisable;
- (F) Keep the board fully advised on the financial conditions of the county, preparing and submitting a budget for the next fiscal year;
- (G) Contract on behalf of the board within limits provided by a resolution of the board, provided that the resolution authorizing such actions shall also specify the types of contracts upon which the administrator may act without further resolution of the board;
- (H) Allow and pay claims for goods received and services rendered within limits provided by a resolution of the board, provided that the county department receiving those goods and services certifies their receipt before the administrator allows the claim;
- (I) Perform any or all personnel functions otherwise conferred or incumbent upon the board of



county commissioners under Chapter 124. or any other chapter or section of the Revised Code, provided that the board, by resolution, has delegated the specific functions to the administrator;

(J) Perform any or all functions conferred or incumbent upon the board of county commissioners in the case of a disaster or emergency, provided that the board, by resolution, has delegated the specific functions or all of the functions to the administrator. As used in this division, "disaster" and "emergency" have the same meanings as in divisions (E) and (F) of section 5502.21 of the Revised Code.

(K) Perform such additional duties as the board may determine by resolution.

The board of county commissioners may assign to such county administrator any office, position, or duties under its control, such office, position, and duties to be performed under the direction and supervision of the board and to be in addition to those set forth in this section.