

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Administration	CODE NUMBER: AC-1-9
TITLE: Board of County Commissioners/ County Manager Relationship	ADOPTED: 4/26/89
	AMENDED: 2/28/96; 08/09/05
	ORIGINATING DEPARTMENT: County Administration

PURPOSE/SCOPE:

Definition of the working relationship between the Board of County Commissioners and the County Manager.

POLICY/PROCEDURE:

GOALS AND OBJECTIVES:

To set forth the roles of the Board of County Commissioners and the County Manager in order to assure the orderly administration of County government.

GENERAL POLICIES:

1. The Board of County Commissioners recognizes and affirms its role as the policy making and legislative body of Lee County Government.

The Board shall establish its annual policy direction for the Manager and staff during an annual goals setting process.

This direction and policy shall be clearly stated and adopted through the annual goals.

During the course of the fiscal year the Board may refine the policies set forth in the adopted goals and/or institute new policy and direction to staff as it may deem necessary.

2. The Board of County Commissioner recognizes and affirms the role of the County Manager as the executive employed by the Board to carry out the policy set for the by the Board.

Furthermore, it directs to the County Manager responsibility for the orderly implementation of all Board approved programs, projects, ordinances, policies, and procedures,

except those that may fall under the auspices of County constitutional officers.

AC-1-9 (Continued)

As the County Manager implements the policies and budgeted programs and projects of the Board, he or she shall only return before the Board as required for bid awards, the ranking of consultants through the competitive negotiations process and approval/execution of contracts.

The Board shall be kept informed on a timely basis of the progress of these projects and programs.

The County Manager and staff shall be held accountable for the timely execution and implementation of the Board's stated policies, programs and direction.

3. The County Manager recognizes and affirms the County Commissioners' right to make routine inquiries and requests for information or action of staff.

The County Manager will devise the Board of County Commissioners approved procedures, which will ensure the timely flow of information to the Board in response to such inquiries.

4. Except for purpose of inquiry or information and as provided below regarding Executive Assistants to members of the County Commission, no member of the County Commission shall give orders, publicly or privately or otherwise interfere with the performance of the duties of any employee or official of the County subject to the direction and supervision of the County Manager.
5. Each member of the County Commission may utilize an Executive Assistant. Each County employee assigned as an Executive Assistant to a Commission Member serves in that position at the pleasure of the Commission Member. The Commission Member shall serve as supervisor of the Executive Assistant. Acting as supervisor, the Commission Member is solely responsible for all supervisory functions including, but not limited to, disciplinary procedures and salary administration pursuant to the current Personnel Policies and Procedures Manual, as it may be amended from time to time.