

NASSAU COUNTY, FLORIDA

AN ORDINANCE CREATING THE POSITION OF COUNTY ADMINISTRATOR FOR NASSAU COUNTY, FLORIDA; PROVIDING FOR THE POWERS, DUTIES AND RESPONSIBILITIES OF THE OFFICE; PROVIDING FOR THE ADOPTION OF THE PROVISIONS OF FLORIDA STATUTES, CHAPTER 125.70 THROUGH 125.73; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Nassau County has determined that the position of County Administrator is necessary in order to more efficiently administer the various county departments, and

WHEREAS, the Board of County Commissioners has determined that the County Administrator is necessary to assure more adequate and efficient services to the citizens of Nassau County, and

WHEREAS, the Board of County Commissioners has held a public hearing, pursuant to Florida Statutes, Chapter 125.72.

NOW, THEREFORE, be it ORDAINED by the BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, that:

SECTION ONE: The Board of County Commissioners of Nassau County hereby creates the position of County Administrator.

SECTION TWO: The Board of County Commissioners of Nassau County hereby adopts the provisions of Florida Statutes, Chapter 125.70 through 125.73.

SECTION THREE: The duties of the County Administrator shall be as follows:

1.) To be responsible for the administration of all departments responsible to the Board of County Commissioners.

2.) Administer and carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances and regulations of the Board to assure that they are faithfully executed.

3.) Report to the Board, at the Board's direction, on action taken, pursuant to any directive or policy within the time set by the Board, and provide an annual report to the Board on the state of the County, the work of the previous year, and any recommendations as to actions or programs he deems necessary for the improvement of the County and the welfare of its residents.

4.) Provide the Board, or individual members thereof, upon request, with data or information concerning County government and to provide advice and recommendations on County government operations to the Board.

5.) Cooperate with the Clerk of the Court of Nassau County to supervise the care and custody of all County property.

6.) Select, employ, and supervise all personnel and fill all vacancies, positions, or employment under the jurisdiction of the Board, pursuant to procedures adopted by the Board. The employment of all department heads shall require confirmation by the Board of County Commissioners.

7.) Suspend, discharge, or remove any employee under the jurisdiction of the Board, pursuant to procedures adopted by the Board.

8.) Prepare and submit to the Board after the end of each fiscal year a complete report on the finances and administrative activities of the County for the preceding year and submit his recommendations.

9.) Attend meetings of the Board as directed by the County Commissioners.

10.) Perform such other duties as may be required of him by the Board of County Commissioners.

SECTION FOUR: The above specifically enumerated powers are administrative in nature and in any exercise of governmental power the County Administrator shall perform the duty of advising the Board of County Commissioners in their role as the policy setting body of the County.

SECTION FIVE: The County Administrator shall be employed full-time at a salary to be determined by the Board at its discretion. The remuneration shall be made by the Commission from the general fund of the County and shall be subject to periodic review and adjustment.

SECTION SIX: This Ordinance shall become effective as provided by law.

PASSED and duly ADOPTED by the Board of County Commissioners of Nassau County, Florida, this 24th day of June, 1986.

BOARD OF COUNTY COMMISSIONERS
OF NASSAU COUNTY, FLORIDA

Attest: T. J. Greeson
T. J. GREESON

By: James E. Testone
JAMES E. TESTONE

Its: Ex-Officio Clerk

Its: Chairman