

**CHAPTER 2 ADMINISTRATION**  
**SECTION 2: COUNTY MANAGER**  
**(ORDINANCE 08/17/1999)**

**A. CREATION OF OFFICE OF COUNTY MANAGER**

1. There is hereby created the office of County Manager of Wilkinson County. The County Manager shall be appointed by a majority vote of the Board of Commissioners of Wilkinson County to serve at the pleasure of said Board for an indefinite term. In addition to the duties contained herein the County Manager shall assume all of the duties of the clerk to the Board of Commissioners. The position of County Clerk shall be abolished. No member of the Board of Commissioners shall be appointed County Manager during the term of office for which he or she is elected or for a period of one year thereafter.

**B. QUALIFICATIONS OF COUNTY MANAGER**

1. The County Manager shall be chosen by the Board solely upon the basis of his or her executive and administrative qualifications with specific reference to his or her actual experience in, or knowledge of accepted practices in respect to the duties of his or her office as set forth in this section.

**C. DUTIES OF COUNTY MANAGER**

1. The Board of Commissioners of Wilkinson County shall continue to be the chief executive entity of the County, and it shall be the duty of the Board to set the overall executive policies and procedures of the County. The County Manager shall be the chief administrative officer of the County and shall be responsible to the Board for the property and efficient administration of all the affairs of the County except as otherwise provided by law. In addition it shall be the duty of the County Manager to:
  - a. To maintain a qualified and competent workforce by developing and maintaining a comprehensive personnel system. The County Manager shall be responsible for insuring that the County recruits and retains qualified and competent employees to fulfill the various positions throughout the County. To this extent, the County Manager shall be responsible for developing and maintaining a job description that identifies the duties, responsibilities, and educational requirements of each County position. The County Manager shall have the authority to appoint and remove all department heads subject to the majority vote approval of the Board of Commissioners which the Board of Commissioners have been heretofore empowered to appoint and discharge with the exception of the County attorney and the outside auditor who shall be appointed and removed by the Board of Commissioners. The County Manager shall confirm Department Head appointments and discharge in accordance with established County policies;
  - b. To insure that the policies, procedures, and directives issued by the Board of

Commissioners are adhered to in the day-to-day operations of the County;

- c. To exercise control over all departments or divisions of the County which the Board has heretofore exercised or that may hereafter be created;
- d. To prepare and submit to the Board of Commissioners an annual budget;
- e. To keep the Board of Commissioners fully advised as to the financial condition and needs of said County;
- f. To supervise and direct the official conduct of all County officers and department heads appointed by the County Manager;
- g. To attend all meetings of the Board with the right to take part in the discussion provided he or she shall have no vote before the Board;
- h. To be responsible for keeping all records of the Board of County commissioners and for attesting to all signatures contained on documents of Wilkinson County; and
- i. To perform such other duties as may be required by the Board.

**D. ADDITIONAL DUTIES OF COUNTY MANAGER**

- 1. The County Manager shall be the chief purchasing agent for the County, by whom all purchases of supplies and all contracts therefore shall be made. He shall countersign with the Chairman or, in the absence of the Chairman from the County, the vice-Chairman or in the instance that both are absent from the County, any commission member, checks and all vouchers for the payment of the same under such rules and regulations as the Board may adopt not inconsistent herewith. The Board shall adopt rules for regulating purchases made by the County and the County Manager shall be governed thereby. In no event shall the County Manager be authorized to spend in excess of \$2,500.00 for the purchase of any item for use by the County without the prior consent of a majority of the duly qualified members of the Board.

The County Manager is further vested with the authority to countersign with the Chairman or, in his absence from the County, the vice-Chairman, or in the instance that both are absent from the County any other commission member, all payroll checks for the employees of Wilkinson County.

The County Manager shall be directly responsible for organizing the efficient and effective construction and maintenance of all roads and bridges under the jurisdiction of Wilkinson County. He or she shall appoint a public works director whose primary duties shall be to supervise the construction and maintenance of all County roads and bridges.

**E. NON-INTERFERENCE OF THE BOARD OF COMMISSIONERS**

1. Except for the purpose of inquiry and investigation, the Board of Commissioners shall deal with County employees who are subject to appointment and removal by the County Manager solely through the County Manager and shall not give orders or directions to any such employee, either publicly or privately, directly or indirectly.