

**RESUME**

May 14, 2019

**PUBLIC HEARING TO AMEND THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA, 2005, AS AMENDED, BY REPEALING § 2-292 AND ADDING § 2-292.1 IN ORDER TO CLARIFY THE RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR**

In October, 2018 the Board amended the County Code to provide that a separate Clerk to the Board would be appointed by the Board rather than assigning the responsibilities of a Clerk to the County Administrator. During that amendment process the duties of the Clerk were removed from the list of duties of the County Administrator set out in § 2-292. However, in the first sentence, language referencing the County Administrator as Clerk to the Board should have been removed, but was inadvertently left in § 2-292. The recommended revision will remove the reference to the Clerk for the Board from the Code section setting out the duties of the County Administrator. More importantly, the duties of the County Administrator set out in the County Code are outdated and archaic and not an accurate reflection of the responsibilities currently exercised by the County Administrator. The proposed revision sets out the actual duties performed by the County Administrator.

**ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF  
PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY  
REPEALING § 2-292 AND ADDING § 2-292.1 RELATING TO DUTIES  
OF THE COUNTY ADMINISTRATOR**

BE IT ORDAINED by the Board of Supervisors of Prince George County:

1. That *The Code of The County of Prince George, Virginia, 2005, as amended, is amended by repealing § 2 – 292 and adding § 2 – 292.1 as follows:*

**Sec. 2-292.1 – Duties and Responsibilities.**

The county administrator shall have all the responsibilities and shall carry out all the duties prescribed by § 15.2-407 of the Code of Virginia, as now and hereafter may be amended and in addition, such other duties and responsibilities as may be established by the board of supervisors.

The county administrator shall devote his full time to the work and services of the county under the direction of the board of supervisors to whom he shall be accountable.

In addition to such responsibilities, it shall be the duty of the county administrator:

- (1) To execute and enforce all lawful resolutions and directions of the board concerning any department in the county government, and to see that all applicable laws of the Commonwealth are faithfully executed.
- (2) To make reports to the board in regard to matters of administration, and keep it fully advised as to the financial condition of the county.
- (3) To appoint qualified officers and employees to head the departments of the county and to dismiss, suspend and discipline, in accordance with duly adopted personnel regulations, all officers and employees in such departments, except as otherwise specifically provided by law. Department heads and deputy county administrators shall be appointed by the county administrator only upon prior notification to the board of supervisors.
- (4) To designate himself or other employee to perform the duties of any vacant position.
- (5) To recommend to the board appropriate ordinances to carry out the policies of the board.
- (6) To assign any employee of the county to any department requiring services.
- (7) To recommend to the Board rules and regulations he deems necessary for the proper functioning of departments or agencies.
- (8) To investigate, examine or inquire into the operation of any department.
- (9) To attend and address the board at any meeting.

- (10) To direct any department, division or agency of the county to perform work for any other department and may delegate any powers and duties conferred upon him to any other employee who is subject to his supervision.
- (11) To submit to the board a recommended operating and capital improvement budget and to present a budget message. The budget message shall contain the recommendation of the county administrator concerning the fiscal policies of the county, a description of the important features of the budget, a capital budget and a projection for revenue.
- (12) To perform all other duties and responsibilities imposed upon or granted to him by the board of supervisors.

(Code 1988, § 2-2)

**State Law reference**— Similar provisions, Code of Virginia, § 15.2-1541; county budget, Code of Virginia, § 15.2-2500 et seq.

*2. That this Ordinance shall be effective immediately upon adoption.*