

DESCRIPTION OF SERVICES

The County Administrator is the Chief Administrative Officer of the County and the James City Service Authority. He is appointed by the Board of Supervisors and is responsible to the Board for the execution of policies it establishes. The County Administrator acts as Clerk to the Board and is expected to handle the daily administrative operations of the County, as well as recommend service and policy improvements, develop an annual budget, generally guide the work of County employees, and ensure that the affairs of the County are conducted in an effective and responsible manner.

BUDGET SUMMARY

| | | FY 04 Budget | | FY 05 Adopted | | FY 06 Adopted |
|-----------|----|-----------------|----|------------------|----|------------------|
| Personnel | \$ | 402,917 | \$ | 323,142 | \$ | 335,444 |
| Operating | | <u>25,969</u> | | <u>22,925</u> | | <u>22,825</u> |
| Total | \$ | <u>428,886</u> | \$ | <u>346,067</u> | \$ | <u>358,269</u> |

PERSONNEL

| | | | |
|---------------------|-----|-----|-----|
| Full-time Personnel | 3.5 | 2.5 | 2.5 |
|---------------------|-----|-----|-----|

BUDGET COMMENTS

FY 2005 expenditures reflect the transfer of the Capital Projects Administrator to the General Services Department creating an overall decrease of 19.3 percent. FY 2006 overall increase of 3.5 percent represents the increase to salaries.