

**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 06 Budget		FY 07 Adopted		FY 08 Adopted
Personnel	\$	336,520	\$	359,139	\$	375,261
Operating		<u>23,725</u>		<u>29,750</u>		<u>26,725</u>
Total	\$	<u><u>360,245</u></u>	\$	<u><u>388,889</u></u>	\$	<u><u>401,986</u></u>

**PERSONNEL**

Full-time Personnel	2.5	2.5	2.5
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**BUDGET COMMENTS**

FY 2007 expenditures include expenses in support of the 2007 anniversary.