

DESCRIPTION OF SERVICES

The County Administrator is the Chief Administrative Officer of the County. He is appointed by the Board of Supervisors and is responsible to the Board for the execution of policies it establishes. He 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. The County Administrator also acts as Clerk to the Board and oversees the initiative to assist small businesses.

BUDGET SUMMARY

	FY 10 Adopted	FY 11 Proposed	FY 12 Proposed
Personnel	\$ 366,209	\$ 385,914	\$ 386,944
Operating	20,962	16,987	16,987
Total	\$ <u>387,171</u>	\$ <u>402,901</u>	\$ <u>403,931</u>

PERSONNEL

Full-time Personnel	2.5	2.5	2.5
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PERFORMANCE MEASURES

	FY 09 Actual	FY 10 Proposed	FY 11 Projected	FY 12 Projected
# of internal departmental audits conducted to ensure fees and charges are appropriate and cost effective	3	3	3	3
# of small businesses assisted through the County permitting and licensing process	22	8	12	12

BUDGET COMMENTS

This budget includes the transfer of the Purchase of Development Rights program from the Community Services budget. Temporary hours are included to support the program.