

**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. Also in this budget is the Capital Projects Administrator.

**BUDGET SUMMARY**

|           | FY 97<br><u>Budget</u> | FY 98<br><u>Budget</u> |
|-----------|------------------------|------------------------|
| Personnel | \$ 259,201             | \$ 330,950             |
| Operating | 14,999                 | 18,304                 |
| Capital   | 39,500                 | 2,250                  |
| Total     | <u>\$ 313,700</u>      | <u>\$ 351,504</u>      |

**PERSONNEL**

|                     |    |   |
|---------------------|----|---|
| Full-time Personnel | 4* | 4 |
| Part-time Personnel | 1  | 1 |

\*Capital Projects Administrator added in mid-year by Board of Supervisors.

**BUDGET COMMENTS**

Budget expenditures provide for a continuation of support for a department that has been realigned during the 1997 fiscal year. A new County Administrator and Assistant County Administrator have been appointed and FY 1998 will be the first full year for the position of Capital Projects Administrator, created in September 1997.