Duties & Responsibilities of the County Manager

Many people confuse, or do not understand, the difference between the duties and responsibilities of the Board of Commissioners and those of the County Manager. These are defined by the same Georgia Law that created the Lumpkin County Board of Commissioners (2001 Ga. Laws (Act No. 142), page 4272). (*See also*, Lumpkin County Code of Ordinances, Sec. 2-146.)

The Board of Commissioners considers and sets policy for County Government and for Lumpkin County as a whole. The County Manager is tasked with implementing those policies. He also sets certain policies within county government that pertain to county employees and county assets. The County Manager is appointed by the Board of Commissioners and has an employment contract.

The County Manager's duties include, but are not limited to, the following:

1. Supervise the administration of the affairs of the county and see that the ordinances, resolutions, and regulations of the Board of Commissioners and the laws of the State of Georgia are faithfully executed and enforced;

2. Employ and remove all department heads of the county under the jurisdiction of the Board of Commissioners and staff employees of the County Manager pursuant to policies established by the Board, except for the County Attorney, County Auditor, and members of all boards, commissions, and authorities who are appointed and removed by the Board of Commissioners;

3. Exercise managerial authority and supervision over the County Manager's staff and all department heads under the jurisdiction of the Board of Commissioners;

4. Require reports from heads of departments and other employees entrusted with administrative duties or exercising discretion. The County Manager has, at all times, the authority to examine all books and records of every officer and department of the county under the jurisdiction of the Board of Commissioners;

5. Attend all meetings of the Board of Commissioners with a right to take part in the discussions, but having no vote; and to prepare an agenda for each meeting of both new and unresolved business that includes issues recommended by individual commissioners;

6. Recommend to the Board of Commissioners for adoption such measures as the County Manager deems necessary or expedient;

7. Supervise the performance of all contracts made by any person, company, or corporation with the county for work done for the Board of Commissioners;

8. Submit to the Board of Commissioners for approval, prior to July 31 of each year, a proposed operating budget for the next fiscal year; appropriations and estimated revenue and recommended expenditures for the next fiscal year; recommended tax levies; and such other information and data as may be considered necessary by the Board of Commissioners;

9. Keep the Board of Commissioners fully advised as to the financial condition and needs of the County;

10. Make or cause to be made a full written report to the Board of Commissioners each month showing the operations and expenditures of each department of the county government for the preceding month;

11. Delegate purely administrative duties to department heads or subordinates in the county government whose work the County Manager supervises and directs; provided, however, that the delegation or assignment of duties to subordinates does not relieve the County Manager from responsibility for administration of such position;

12. Appoint and employ the Clerk of the Board of Commissioners of the county and assign such additional duties to such position as the County Manager deems appropriate;

13. Perform such other duties as may, from time to time, be required by the Board of Commissioners; and

14. Cooperate with elected and appointed county officers in management of the county's affairs.