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### **Sec. 21.21. Confirmation of appointments.**

In instances in which the board is authorized and responsible, pursuant to section 2.3(B) of the Alachua County Charter, and section 21.20 of the Administrative Code, to confirm an appointment of a deputy county manager, assistant county manager, department director, and other employees who are "at will," the following procedures shall govern:

- (a) The manager shall select a person who has been determined to have the qualifications and aptitude required for the position to be filled, based upon county personnel policies and procedures.
- (b) The name, resume, starting salary, and beginning date of the person selected by the manager will be submitted to the board.
- (c) The board may request additional information concerning the appointee, or confirm the individual. Any failure of the board to make a final decision within 30 days of being provided the information described herein, including additional information, shall be deemed consent to the appointment.

(Ord. No. 90-2, § 7, 1-23-90; Ord. No. 91-16, § 7, 9-24-91; Ord. No. 96-2, § 1, 2-13-96; Ord. No. 2019-08, § 1, 3-26-19)

Cross reference(s)—Personnel, ch. 23.

### **Sec. 21.30. Powers; duties; responsibilities.**

The manager shall be the chief executive officer of the county and shall be accountable to the board for the proper administration of all affairs under the jurisdiction of the board with the exception of the county attorney's office. The powers, duties, and responsibilities of the manager shall include the following, but shall not include policy-making authority:

- (a) Report annually, or more often if necessary, to the board of county commissioners and to the citizens on the state of the county, the work of the previous year, recommendations for action or programs for improvement of the county and the welfare of its residents.
- (b) Prepare and submit to the board for its consideration and adoption an annual operating budget, a capital budget, and a capital program; establish the schedule and procedures to be followed by all county departments, offices, and agencies in connection therewith; and supervise and administer all phases of the budgetary process, including monitoring revenues and expenditures.
- (c) Administer and carry out the directives and policies of the board and enforce all orders, ordinances, resolutions, and regulations of the board, the provisions of the Charter, and Florida law to assure that they are faithfully executed.
- (d) Supervise the care and custody of all county property, institutions, and agencies.
- (e) Review, analyze, and forecast trends of county services, finances, and programs of all boards, commissions, agencies, and other county by bodies, and report and recommend thereon to the board.
- (f) Develop, install, maintain, and evaluate internal procedures for purchasing, personnel, equal employment, contracts management, budgeting, and any other area deemed necessary by the manager for proper administration of the county.
- (g) Negotiate contracts, bonds, or other instruments for the county, subject to the approval of the board; make recommendations concerning the nature and location of county improvements; and execute services determined by the board.

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- (h) Execute on behalf of the board those contracts, bonds, or other instruments designated in guidelines adopted by the board, and delegate contract, bonds, or other instruments execution authority to department and office directors pursuant to guidelines adopted by the board.
  - (i) Assure that all terms and conditions imposed in favor of the county or its inhabitants in any statute, franchise, or other contract are faithfully kept and performed.
  - (j) Supervise, direct, and control all county administrative departments and offices with the exception of the county attorney's office.
  - (k) Appoint, with the advice and consent of the board in accordance with section 21.21 herein, the deputy county manager, assistant county managers, department directors, office directors, and other members of the executive service in the Article III executive branch, who shall serve at the pleasure of the manager, and employ, pursuant to appropriation and this Code, such personnel as necessary to administer county functions and services.
  - (l) At the manager's discretion, order any department or office under his or her jurisdiction, as specified in this Code, to undertake any task for any other department or office on a temporary basis if deemed necessary for the proper and efficient operation of county government, and delegate administrative duties and responsibilities to the deputy county manager, assistant county managers, department directors, office directors, and other county personnel.
  - (m) Except as noted in subparagraph (j) above, have the exclusive power to select, employ, and supervise all personnel, and fill all vacancies, positions, or employment under the jurisdiction of the manager, with the exception of the personnel employed in the county attorney's office, and suspend, discharge, or remove any employee under the jurisdiction of the manager pursuant to employee policies adopted by the board, with the exception of the personnel employed in the county attorney's office.
  - (n) Issue and enforce such administrative orders, rules, procedures, or guidelines as are deemed necessary to give appropriate effect to this Code or county ordinances, resolutions, and motions, and maintain a complete compilation of all such administrative orders, rules, procedures, and guidelines.
  - (o) Cooperate and coordinate with the county attorney's office in the fulfillment of the manager's duties and responsibilities.
  - (p) Review and evaluate department procedures to ensure that they are consistent with board policy.
  - (q) Attend meetings of the board, with authority to participate in the discussion of any matter.
  - (r) Designate acting county managers to act in the absence of the manager.
  - (s) Perform such other duties and exercise such other powers as may be assigned by the County Charter, or by ordinance, resolution or motion of the board.
  - (t) Monitor the expenditure of funds within the adopted budget, which includes short- and long-term financial planning, coordinating of the budget process, and management analysis of county operations to determine efficiency.

(Ord. No. 90-2, § 8, 1-23-90; Ord. No. 91-16, § 8, 9-24-91; Ord. No. 00-19, § 1, 10-24-00; Ord. No. 08-27, § 1, 12-9-08; Ord. No. 2019-08, § 1, 3-26-19)