

ADMINISTRATION OF ITS AFFAIRS. HE SHALL AT ALL TIMES BE HELD RESPONSIBLE FOR THE PROPER DISCHARGE OF HIS DUTIES, BUT MAY DELEGATE TO APPROPRIATE OFFICERS AND EMPLOYEES SUCH AUTHORITY AS HE DEEMS NECESSARY TO CARRY OUT THE DUTIES OF HIS OFFICE.

(C) THE COUNTY ADMINISTRATOR HAS THE FOLLOWING POWERS AND DUTIES:

(1) TO BE CHIEF ADMINISTRATIVE OFFICER OF THE COUNTY AND UNDER THE GENERAL SUPERVISION AND CONTROL OF THE BOARD OF COUNTY COMMISSIONERS TO BE RESPONSIBLE FOR AND HANDLE THE DAY-TO-DAY OPERATIONS OF THE COUNTY GOVERNMENT, ALL AS MORE PARTICULARLY DESCRIBED IN THIS SECTION.

(2) TO SUPERVISE AND COORDINATE THE ADMINISTRATION OF THE FUNCTIONS OF THE SEVERAL DEPARTMENTS AND ADMINISTRATIVE AGENCIES OF THE COUNTY AND TO CARRY OUT THE GENERAL POLICIES, ORDERS, AND INSTRUCTIONS OF THE BOARD OF COUNTY COMMISSIONERS IN THE ADMINISTRATION OF THE PUBLIC LOCAL AND OTHER LAWS APPLYING TO THE COUNTY.

(3) TO RECOMMEND TO THE BOARD OF COUNTY COMMISSIONERS, PERSONS FOR APPOINTMENT TO THE SEVERAL OFFICES AND POSITIONS IN THE COUNTY GOVERNMENT.

(4) TO PREPARE A COMPREHENSIVE ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS OF THE OPERATIONS OF THE COUNTY GOVERNMENT.

(5) TO ASCERTAIN THAT ADEQUATE INSURANCE COVERAGE FOR THE COUNTY IS MAINTAINED AT ALL TIMES, AND TO ASSIST IN ARRANGING FOR SURETY BONDS FOR THE COUNTY OFFICERS AND EMPLOYEES WHO ARE REQUIRED TO FURNISH BONDS.

(6) TO BE RESPONSIBLE FOR THE CARE AND CUSTODY OF ALL COUNTY BUILDINGS AND OF ALL REAL AND PERSONAL PROPERTY OF THE COUNTY.

(7) TO PERFORM SUCH OTHER DUTIES AND FUNCTIONS AS MAY BE ASSIGNED TO HIM FROM TIME TO TIME BY THE BOARD OF COUNTY COMMISSIONERS.

(D) IN THE TEMPORARY ABSENCE OF THE COUNTY ADMINISTRATOR, THE BOARD OF COUNTY COMMISSIONERS MAY APPOINT AN ACTING COUNTY ADMINISTRATOR. DURING THE PERIOD OF HOLDING THIS POSITION, THE ACTING COUNTY ADMINISTRATOR HAS ALL THE POWERS, DUTIES, FUNCTIONS, AND RESPONSIBILITIES OF THE OFFICE OF THE COUNTY ADMINISTRATOR.