

DRAFT 3.31.2025

Resolution No 25-___

**A Resolution of the Cochise County Board of Supervisors
Clarifying the Role of the County Administrator**

WHEREAS the Board of Supervisors adopted Resolution No. 03-15 clarifying the role of the County Administrator and Re-Affirming the County Administrator, form of organization, and setting forth certain duties and responsibilities;

WHEREAS the Board of Supervisors wishes to revise the provisions of this resolution and provide certain clarification; and

WHEREAS the issue that the Board of Supervisors wishes to clarify is the proper relationship of the County Administrator to the other Department Directors and Elected Officials; and

WHEREAS it would be in the best interests of the County, its employees and officials to contain the clarification in a single resolution so that the direction of the Board will be unambiguous;

NOW BE IT THEREFORE RESOLVED that:

The prior resolution No. 03-15 is hereby rescinded, and this Resolution shall hereinafter be the operative Resolution for purposes of defining the authority and roles of the County Administrator position in Cochise County.

1. The County Administrator shall be appointed by the Board of Supervisors and shall serve at the pleasure of the Board.
2. Compensation and other terms and conditions of employment of the County Administrator shall be established by the Board and documented through a negotiated employment contract with the County Administrator.
3. The appointment, removal, suspension or request for resignation of the County Administrator shall require the affirmative majority vote of the Board.
4. The County Administrator shall attend meetings of the Board as required.
5. The County Administrator shall establish residency in Cochise County within six months of the official date of hire and maintain County residency, continuously, throughout the term of employment.
6. The County Administrator shall devote such time and effort as may be required to properly discharge the duties of the position and shall not engage in personal or professional activities that conflict with the proper performance of such duties.
7. The County Administrator, subject only to the direction of the Board of Supervisors, shall be responsible for ensuring that county operations are conducted in compliance with Board of Supervisors established rules as well as all other local, state and federal regulations, for the County government functions that fall within the jurisdiction of the Board of Supervisors.

8. The County Administrator may recommend to the Board of Supervisors changes in organization within and among County departments, where such changes will enhance the efficiency and/or effectiveness of County government.
9. The County Administrator shall be responsible for the appointment, compensation, performance evaluation, supervision, management, promotion, discipline and removal of those Department Director positions determined by the Board of Supervisors. Department Directors shall be selected for appointment based on professional training and education and executive leadership experience.
10. The County Administrator shall place Department Director position appointments, promotions, and compensation on a Board of Supervisors agenda for approval.
11. The County Administrator may take immediate action on terminations for egregious matters that impact County liability. The County Administrator may place a Department Director on Administrative Leave for disciplinary action at any time without Board of Supervisor approval. The County Administrator shall inform the Board of termination actions in confidential one-on-one meetings with individual Board members.
12. At the direction of the Board of Supervisors, the County Administrator may evaluate the performance of the Clerk of the Board and may make a recommendation to the Board of Supervisors as to appointment, promotion, discipline, and salary adjustments. The County Administrator shall place the Clerk of the Board appointment, promotion, and compensation on a Board of Supervisors agenda for approval. The Clerk of the Board shall be selected for appointment based on professional training and education and executive leadership experience.
13. The County Administrator may take immediate action on termination of the Clerk of the Board for egregious matters that impact County liability. The County Administrator may place the Clerk of the Board on Administrative Leave for disciplinary action at any time without Board of Supervisor approval. The County Administrator shall inform the Board of termination actions in confidential one-on-one meetings with individual Board members.
14. The County Administrator may appoint a Deputy County Administrator to assist the County Administrator in the duties described within this Resolution. Appointment, promotion, compensation, performance evaluations and terminations shall be handled in a similar manner as Department Directors. The Deputy County Administrator shall be selected for appointment based on professional training and education and executive leadership experience.
15. The County Administrator shall communicate and provide guidance to Department Directors on the strategic direction from the Board of Supervisors, as well as conveying and gathering information required by the Board of Supervisors.
16. The County Administrator shall develop, review and evaluate the county budget, and shall make fiscal and policy recommendations to the Board of Supervisors, as appropriate.
17. The County Administrator shall present the budget for adoption and submit such other reports regarding the financial and administrative operations as the Board may direct.

18. The County Administrator shall act as liaison between elected County officials, their deputies and the Board, and shall coordinate matters pertaining to these officials relating to budget, finance, personnel and other County-wide Policies. The County Administrator may also mediate disputes between elected officials or disputes between the elected officials and the Board in accordance with the Board of Supervisors' direction or approved policies.
19. The County Administrator may implement procedures as are consistent with the policy determinations and directives of the Board, and conducive to, or required for, the effective conduct of County operations subject to the jurisdiction of the Board.
20. The County Administrator shall, at the request and direction of the Board of Supervisors, acting in its capacity as the Board of Directors for a political subdivision, such as the Flood Control District, the Library District, or the Jail District, perform administrative, liaison, or such other duties as may be directed by these Boards.
21. The County Administrator shall facilitate intergovernmental projects of a local or regional nature with municipal, state and federal entities on behalf of the Board of Supervisors.
22. The County Administrator shall serve as a member of a Board of Trustees or Board of Directors for separate legal entities as appointed by the Board of Supervisors on behalf of the County, or as per Intergovernmental Agreements or contracts approved by the Board of Supervisors.
23. The County Administrator shall serve as the designated public lobbyist for Cochise County, shall register and assume responsibility for reporting all County lobbying expenditures that are required by law. Per ARS 41-1231 (4), "Designated public lobbyist means the person who is designated by a public body as the single point of contact for the public body and who is listed as the designated public lobbyist by the public body in its registration pursuant to section 41-1232.01.