

## ELBERT COUNTY GOVERNMENT County Manager Policy

---

**A.** The Board of County Commissioner’s official link to the operation of departments of County Government and staff, under the jurisdiction of the Board of County Commissioners, is the County Manager.

1. The Board of County Commissioner’s role is confined to establishing the vision, goals and policies; implementation and required decision making is delegated to the County Manager.

2. As the Board’s primary link to the operations of County government, the County Manager’s performance will be considered to be synonymous with organizational performance (within the scope of the County Manager’s authority).

**B.** The Board of County Commissioner’s interaction with the County Manager shall be administered by the following guidelines:

1. With the exception of the County Attorney, the County Manager shall have direct authority, except as limited in this policy. This authority shall include supervision and control over day to day functions and management decisions required to carry out the objectives of the Board of County Commissioners. Decisions of the Board of County Commissioners, by majority vote, are binding on the County Manager.

2. Employment decisions regarding non-elected Department Directors and their staff shall be made by the County Manager, with the input, investigation, coordination of duties, and recommendations of the HR Specialist. The County Manager shall monitor the performance of non-elected Department directors departments and supervisors and shall conduct a performance review of each director at least annually. The County Manager is responsible for employment and all performance related issues of non-elected Department Directors and their staff.



The County Manager shall have the authority to investigate problems with non-elected Department Directors and their staff.

3. Employment decisions regarding the staff of elected officials shall be made in cooperation between the County Manager, and the applicable elected official. The County Manager, with the input, investigation, coordination of duties, and recommendations of the HR Department, shall make recommendations regarding the full employment and performance of the staff of elected officials, but the applicable elected official shall have final authority for full employment and performance decisions.. Nothing in this guideline shall limit or prohibit the power of either the County Manager or the Board of County Commissioners to make budget recommendations or to exercise control over the annual budget of an elected official, and nothing in this guideline shall limit or prohibit the power of the County Manager to investigate elected officials and their staff.

4. The policies and goals of the Board of County Commissioners direct the County Manager to achieve certain results; the policies permit the County Manager to act within acceptable boundaries of prudence and ethics. With respect to the policies, the County Manager is authorized to make all decisions, take all actions and develop all activities as long as they are consistent with any reasonable interpretation of the policies of the Board of County Commissioners, and as long as such decisions are within his financial authority and limitations.

Pursuant to C.R.S. 30-11-107 (1) (aa), the County Manager shall have the following authority to enter into contracts binding on the County:

The County Manager's financial authority is limited with exception to purchases up to \$200,000.00, provided that such purchases are within the annual budget. Such purchases shall follow the bidding requirements and all other conditions of the Elbert County Finance Department Policies and Procedures. Any new contracts will require review by the County Attorney. Notification to the Chairman of the Board of County is required for all purchases and contracts between \$200,000.00 and \$400,000.00. Additionally the purchase will follow the Elbert County Finance Department Policies and Procedures. Any new contracts will require review by the County Attorney.

The County Manager is specifically authorized, but is not limited except as described above, to make decisions and to sign contracts on behalf of Elbert County regarding fairgrounds maintenance, fairground activities and events (including permission to serve alcohol at the fairgrounds), janitorial contracts, trash service contracts, storage contracts, GIS licensing agreements, and equipment purchases, up to the dollar limits stated above.

Upon a majority vote of the Board of County Commissioners, the Board of County Commissioners may approve any contract, and may delegate its power to enter into any contract to the County Manager, and authorize the County Manager to execute any contract on behalf of the Board of County Commissioners.

5. As referenced in B1, no individual member of the Board of County Commissioners has authority over the County Manager. Information may be requested by individual Board members, but if such request requires a significant amount of resources or is detrimental to operations, the County Manager may ask for majority Board action on such a request.


6. It is understood that at times it may be in the best interest of the County to waive or grant exceptions to adopted Board policy. The County Manager shall request Board approval for any policy waiver or exception prior to its implementation.


7. Should the County Manager deem it necessary to, or inadvertently, deviate from Board policy, he or she shall promptly inform the Board of County Commissioners in a timely manner. Board response, either approving or disapproving, does not exempt the County Manager from subsequent Board judgment of the action.


**RESERVATION OF AUTHORITY**

This Policy replaces and supersedes any previous County Manager Policy. The Board of County Commissioners reserves the right to alter, amend, add to or revoke all or part of this policy at any time.

ADOPTED BY MOTION ON THE 8<sup>th</sup> DAY OF MARCh, 2017.

  
\_\_\_\_\_  
DANNY WILLCOX, CHAIRMAN AYE

  
\_\_\_\_\_  
CHRIS RICHARDSON, VICE- CHAIR AYE

  
\_\_\_\_\_  
GRANT THAYER, COMMISSIONER AYE

ATTEST: DALLAS SCHROEDER  
COUNTY CLERK

BY:   
\_\_\_\_\_  
DEPUTY, CLERK TO THE BOARD

