

**DESCRIPTION OF SERVICES**

The County Administrator is the Chief Administrative Officer of the County. He is appointed by the Board of Supervisors and is responsible to the Board for the execution of policies it establishes. He is expected to handle the daily administrative operations of the County, as well as recommend service and policy improvements, develop an annual budget, generally guide the work of County employees, and ensure that the affairs of the County are conducted in an effective and responsible manner. The County Administrator also acts as Clerk to the Board.

**BUDGET SUMMARY**

	FY08 Adopted	FY09 Adopted	FY10 Plan
Personnel	\$374,453	\$385,386	\$407,232
Operating	26,403	27,203	24,428
Total	<u>\$400,856</u>	<u>\$412,589</u>	<u>\$431,660</u>

**PERSONNEL**

Full-time Personnel	2.5	2.5	2.5
---------------------	-----	-----	-----

**PERFORMANCE MEASURES**

	FY06 Actual	FY07 Actual	FY08 Adopted	FY09 Adopted
Annually reviews departmental to ensure fees and charges are appropriate and cost effective - New Measure	N/A	N/A	N/A	10
# of small businesses assisted through the County permitting process - New Measure	N/A	N/A	N/A	5

**BUDGET COMMENTS**

This budget provides for a continuation of service.