

STATE OF GEORGIA

COUNTY OF CLAYTON

ORDINANCE NO. 2013-316

AN ORDINANCE PROVIDING FOR THE ADDITIONAL DUTIES FOR THE CHIEF OPERATING OFFICER; TO PROVIDE AN EFFECTIVE DATE OF THIS ORDINANCE; AND FOR OTHER PURPOSES.

WHEREAS, the Ordinance creating the position of Chief Operating Officer authorizes the Board of Commissioners to provide additional duties and responsibilities for the Chief Operating Officer; and

WHEREAS, the Clayton County Board of Commissioners now desires to provide for additional duties and responsibilities of the Chief Operating Officer.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
CLAYTON COUNTY, GEORGIA, AND IT IS HEREBY RESOLVED

Section 1. The Board of Commissioners hereby authorizes the Chief Operating Officer to perform the following duties in addition to those duties provided for in other sections of the Code of Clayton County.

1. The Chief operating Officer shall supervise the following positions and persons holding said positions shall report directly to the Chief Operating Officer:
 - a) Staff employed at the Board of Commissioners office, which includes Administrative Secretaries (excluding the Chairman's Assistant and Constituent Aides),
 - b) Office Managers,
 - c) COO's Administrative Assistant,
 - d) the Broadcast Communications and Marketing Manager and staff at the Clayton County Television Station and
 - e) The Capital Improvements Manager (or assigned Project Manager of countywide Capital/SPLOST Programs).

In addition the Chief Operating Officer shall have the authority to interview, hire, discipline and terminate persons in those positions.

2. The Chief Operating Officer shall have the authority to interview candidates for Department Director positions and recommend candidates to the Board of Commissioners. The Chief Operating Officer shall have the authority to organize a committee to assist with this process.
3. The Chief Operating Officer shall have the authority to conduct investigations and take disciplinary actions regarding Department Directors provided that only the Board of Commissioners shall have the authority to demote or terminate a Department Director. The Chief Operating Officer shall have the authority to investigate allegations regarding

Department Directors and to submit a recommendation for the demotion or termination of a Department Director.

4. The Chief Operating Officer shall have the authority to conduct performance reviews for Department Directors.
5. The Chief Operating Officer shall oversee, monitor and advise contractors and/or Department Directors that are assigned to SPLOST projects to ensure that all SPLOST projects are implemented as required in the Chief Operating Officer's classification specification.
6. The Chief Operating Officer will manage daily operations and strategic execution of initiatives assigned to Department Directors and direct reports as assigned by the Chairman and/or Board of Commissioners.
7. The Chief Operating Officer shall ensure that the Chief Financial Officer (CFO) is informed of departmental/programmatic needs, the County's operating budget is balanced, and the budgetary process is efficient and timely for annual presentations for approval by the Chairman and/or Board of Commissioners.
8. The Chief Operating Officer shall keep the BOC fully advised as to the operational condition and needs of the county.
9. The Chief Operating Officer shall confer and advise with all other elected or appointed officials of Clayton County who are not under the immediate control of the Board of Commissioner's but receive financial support from the County.
10. In the event the Chief Operating Officer position is vacant or the Chief Operating Officer is unable to perform the duties of the office all duties vested in that position shall be carried out by the Chairman of the Board of Commissioners.

Section 2. This Resolution shall be effective on the date of its approval by the Board of Commissioners. All conflicting resolutions or ordinances are repealed to the extent of a conflict.

SO ORDAINED, this the 17th day of December, 2013.

{SIGNATURES ON THE FOLLOWING PAGE}

CLAYTON COUNTY BOARD OF COMMISSIONERS



JEFFREY E. TURNER, CHAIRMAN



MICHAEL EDMONDSON, VICE CHAIRMAN



SONNA SINGLETON, COMMISSIONER



GAIL B. HAMBRICK, COMMISSIONER



SHANA M. ROOKS, COMMISSIONER

ATTEST:



SHELBY D. HAYWOOD, CLERK