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ARTICLE 3. - COUNTY ADMINISTRATION [3]

Sec. 1.61. - County Administration Law of 1974 adopted; purpose.

Sec. 1.62. - County Administrator; qualifications, compensation, appointment, vacancy, removal.

Sec. 1.63. - Appointment of County Administrator; enumeration of powers.

Sec. 1.64. - Appropriation of funds.

Secs. 1.65—1.90. - Reserved.

Sec. 1.61. - County Administration Law of 1974 adopted; purpose.

The County Administration Law of 1974 (F.S. ch. 125, pt. III), be and hereby is adopted for Martin County. This article is enacted to promote the efficient operation of the government of Martin County, Florida. The office of County Administrator is hereby created to assist the members of the Board of County Commissioners to more efficiently fulfill the purposes of their elected office and to free said Commissioners from those daily detailed ministerial tasks which necessarily arise from the operation of the County as a unit of government.

(Code 1974, § 1-31; Ord. No. 48, pt. 1, 9-21-1981)

Sec. 1.62. - County Administrator; qualifications, compensation, appointment, vacancy, removal.

1.62.A.The County Administrator shall be the administrative head of the County government and shall be responsible for the administration of all departments of the County government which the Board of County Commissioners has authority to control pursuant to this article, the general laws of Florida, and other applicable legislation.

1.62.B.The County Administrator shall be qualified by administrative and executive experience and ability to serve as a chief administrator for the County and shall meet one or more of the following requirements:

1. Graduation from an accredited college or university with a Master's of Public Administration (M.P.A.) or a Master's of Business Administration (M.B.A) or an equivalent degree in a related field and at least two years of appropriate experience; or
2. Graduation from an accredited college or university with a bachelor's degree in public or business administration (B.A., B.S. or B.B.A.) or equivalent degree and at least five years of appropriate experience since the completion of said bachelor's degree.

1.62.C.The County Administrator need not be a resident of the County at the time of his appointment, but during his tenure in office he shall reside within the County.

1.62.D.No County Commissioner shall be employed as County Administrator during the term to which he shall have been elected or within two years of expiration of his term as County Commissioner.

1.62.E.The compensation of the County Administrator shall be fixed by the Board of County Commissioners unless otherwise provided by law.

- departments, administration and operation of the County and make recommendations pertaining thereto for reorganization by the board.
12. Select, employ and supervise all personnel and fill all vacancies, positions or employment under the jurisdiction of the board, provided, however, the employment of all department heads shall require confirmation by the Board of County Commissioners.
 13. Suspend, discharge or remove any employee under the jurisdiction of the board pursuant to procedures adopted by the board.
 14. Negotiate leases, contracts and other agreements, including consultant services, for the County, subject to approval of the board, and make recommendations concerning the nature and location of County improvements.
 15. See that all terms and conditions in all leases, contracts and agreements are performed and notify the board of any noted violation thereof.
 16. Order, upon advising the board, any agency under his jurisdiction as specified in the administrative code to undertake any task for any other agency on a temporary basis if he deems it necessary for the proper and efficient administration of the County government to do so.
 17. Attend all meetings of the board with authority to participate in the discussion of any matter.
 18. Perform such other duties as may be required of him by the Board of County Commissioners.
- 1.63.B. The County Administrator is granted only those powers and duties which are administrative and ministerial in nature and not delegated any governmental power imbued in the Board of County Commissioners pursuant to article VIII, section 1(c) of the Florida Constitution. To that end, all powers of the County Administrator are to be construed as administrative in nature, and in any exercise of governmental power the County Administrator shall only be performing the duty of advising the Board of County Commissioners in its role as the policy-setting governing body of the County. Nothing in this article is intended to alter the function of the County Attorney as the legal advisor to the Board of County Commissioners. The County Attorney shall report directly to the Board of County Commissioners.

(Code 1974, § 1-33; Ord. No. 48, pt. 1, 9-21-1981)

Sec. 1.64. - Appropriation of funds.

The board shall appropriate such funds as necessary from the general fund of the County to employ the County Administrator and his staff and provide necessary operating expenses. Said appropriation shall be subject to periodic review and adjustment.

(Code 1974, § 1-34; Ord. No. 48, pt. 1, 9-21-1981)

Secs. 1.65—1.90. - Reserved.

FOOTNOTE(S):

⁽³⁾ **Cross reference—** *Personnel/human resources, ch. 127. [\(Back\)](#)*