ORDINANCE NO. 325
AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT AND DESCRIBING ITS RESPONSIBILITIES AND FUNCTIONS, AND AMENDING ORDINANCE NO. 322 TO CONFORM THERETO

The Board of Supervisors of the County of Solano, State of California, do ordain as follows:

SECTION 1. There is hereby created the position of Administrative Assistant to the Board of Supervisors, to be filled by the Board of Supervisors.

SECTION 2. The Administrative Assistant shall be qualified as an expert with not less than three years of private or public responsible administrative experience, including the planning and execution of work programs, the budgeting and control of expenditures, and the coordination of work activities.

SECTION 3. The purposes and duties of the position are:

(A) The compilation and review of departmental budget estimates with the department heads and the auditor to develop the County Budget for action by the Board of Supervisors.

(B) As instructed by the Board of Supervisors, to work with department heads and recommend to the Board of Supervisors desirable arrangements for departments and functions.

(C) The conduct of continuous research in administrative practices and the recommendation to the Board of policies to be established for the orderly conduct of County business.

(D) To coordinate the purchasing of property, equipment and supplies required for any county purchase.

SECTION 4. The Administrative Assistant shall act on behalf of the Board of Supervisors, as directed by them, in the performance of his duties. The purpose of this ordinance is to retain responsibility for County Government in the Board of Supervisors but to provide expert assistant for the coordination of County functions and the handling of administrative details.

SECTION 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 6. Section 9, Paragraph (A) of Ordinance No. 322 is hereby amended by deleting therefrom "County Executive and Purchasing Agent $7,000 Annual Compensation".

SECTION 7. The Administrative Assistant shall be paid the sum of $7,200.00 per year payable in the same manner as other County salaries.

SECTION 8. This ordinance shall be published once a week on or before the 8th day on and after its passage in Dixon Tribune, a newspaper of general circulation printed, published and circulated in the County of Solano and shall take effect and be in full force and effect from and after 30 days after its passage.

Attest:

Lewis Morrill
County Clerk and ex-officio Clerk of the Board of Supervisors.

I, LEWIS MORRILL, County Clerk of the County of Solano, State of California, and ex-officio Clerk of the Board of Supervisors of said County, hereby certify that the above and foregoing ordinance was regularly introduced, passed and adopted at a regular session of said Board held on the 23rd day of January, 1951, by the following vote:

AYES: Supervisors Bell, Goheen, Morrison and Mowers

NOES: Supervisors None

ABSENT: Supervisors None

Witness my hand and the Seal of said Board this 23rd day of January, 1951.

LEWIS MORRILL (SEAL)

Chairman of the Board of Supervisors