



County Administrator Duties

The County Administrator is the Chief Administrative Officer of Washington County as outlined in the Code of Public Local Laws of Washington County and is under the supervision of the Board of County Commissioners. The County Administrator is responsible for the day-to-day operations of County government. A major function of the County Administrator is to interpret and execute the policies of the Board of County Commissioners as they pertain to County matters. The Board of County Commissioners appointed Gregory B. Murray, the current County Administrator, on February 27, 2007.

Specific duties as outlined by the Code of Public Local Laws, Washington County, Maryland, Title 1, Section 1-104:

(b) *General responsibility.*

- (1) The County Administrator shall work full time for the county and shall be responsible to the County Commissioners for the proper administration of its affairs.
- (2) The County Administrator shall be held responsible for the proper discharge of the duties of the office, but may delegate to appropriate officers and employees authority necessary to carry out the duties of the office.

(c) *Powers and duties.* The County Administrator has the following powers and duties:

- (1) To be chief administrative officer of the county and under the general supervision and control of the County Commissioners to be responsible for and handle the day-to-day operations of the county government, all as more particularly described in this section.
- (2) To supervise and coordinate the administration of the functions of the several departments and administrative agencies of the county and to carry out the general policies, orders, and instructions of the County Commissioners in the administration of the public local and other laws applying to the county.
- (3) To recommend to the County Commissioners persons for appointment to offices and positions in the county government.
- (4) To prepare a comprehensive annual report to the County Commissioners of the operations of the county government.
- (5) To ascertain that adequate insurance coverage for the county is maintained at all times, and to assist in arranging for surety bonds for the county officers and employees who are required to furnish bonds.
- (6) To be responsible for the care and custody of all county buildings and of all real and personal property of the county.
- (7) To perform other duties and functions assigned to the County Administrator by the County Commissioners.