


**ORDER: AUTHORIZE DUTIES AND RESPONSIBILITIES OF THE COUNTY  
ADMINISTRATOR IN ACCORDANCE WITH MISSISSIPPI  
CODE SECTION 19-4-7**

Motion was made by Brent Larson, duly seconded by Larry Gillespie, to authorize duties and responsibilities of the County Administrator in accordance with Mississippi Code Section 19-4-7.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes  
Supervisor Larry Gillespie, voted yes  
Supervisor David Rikard, voted yes  
Supervisor Chad McLarty, voted yes  
Supervisor Mike Roberts, voted yes

After the vote, President Roberts, declared the motion carried, this the 19<sup>th</sup> day of September, 2022.

  
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Mike Roberts, President  
Board of Supervisors

  
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Sherry Wall, Chancery Clerk

## Document: Miss. Code Ann. § 19-4-7

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#### Copy Citation

Current through the 2021 Regular Session including changes and corrections made by the Joint  
Legislative Committee on Compilation, Revision and Publication of Legislation.

**Mississippi Code 1972 Annotated Title 19. Counties and County Officers (Chs. 1 –  
31) Chapter 4. County Administrator (§§ 19-4-1 – 19-4-9)**

#### Notice

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► This section has more than one version with varying effective dates.

#### § 19-4-7. Duties and responsibilities.

[With regard to any county that is required to operate on a countywide system of road administration as described in Section 19-2-3, this section shall read as follows:]

The board of supervisors may delegate and assign to the county administrator the duties and responsibilities enumerated below, in whole or in part, and such other duties and responsibilities as said board may determine, not contrary to the laws of the State of Mississippi or the Constitution thereof and not assigned by law to other officers:

- (a) Employ an office clerk and such other technical and secretarial assistance for the board as may be needed, maintain an office for the board and prepare a budget for his office subject to approval of the board;
- (b) Be responsible for carrying out the policies adopted by the board of supervisors;
- (c) Exercise supervision over the boards or other divisions of county government, except for the sheriff's department, financed in whole or in part through taxes levied on county property and purchases shall be made from vendors whose bids have been accepted by the board of supervisors under the provisions of law;

**(d)** Prepare the budget for consideration by the board of supervisors and assist the board of supervisors in the preparation of the tax levy; however, the sheriff, any governing authority, as defined in Section 31-

7-1, funded in whole or in part by the board of supervisors and any board or commission funded in whole or in part by the board of supervisors shall be responsible for preparing their respective budgets for consideration by the board of supervisors;

**(e)** Make inquiry of any person or group using county funds appropriated by the board of supervisors as to the use or proper use of such funds and shall report to the board of supervisors as to such findings;

**(f)** Have general supervision over the county sanitary landfills and refuse collection procedures;

**(g)** Have general supervision over county-owned parks, playgrounds and recreation areas;

**(h)** Have general supervision over any and all zoning and building code ordinances adopted by the board of supervisors and shall administer such ordinances;

**(i)** Have general supervision over any and all airports owned by the county;

**(j)** Be the liaison officer to work with the various divisions of county government and agencies to see that county-owned property is properly managed, maintained, repaired, improved, kept or stored;

**(k)** See that all orders, resolutions and regulations of the board of supervisors are faithfully executed;

**(l)** Make reports to the board from time to time concerning the affairs of the county and keep the board fully advised as to the financial condition of the county and future financial needs;

**(m)** Keep the board of supervisors informed as to federal and state laws and regulations which affect the board of supervisors and the county, shall advise the board as to the possible availability of federal or state grants and assistance for which the county may be eligible, shall assist in the preparation and submission of plans and project specifications necessary to acquire such assistance, and shall be the administering officer of county grants from state and federal sources;

**(n)** Be charged with the responsibility of securing insurance coverage on such county property as the board shall decide should be insured and of securing any other insurance required or authorized by law. He shall work out a plan of insurance for the county which will ensure minimum premiums;

**(o)** Receive inquiries and complaints from citizens of the county as to the operation of county government, investigate such inquiries and complaints, and shall report his finding to the board and the individual supervisor of the district from which such inquiry or complaint arises;

**(p)** Meet regularly with the board of supervisors and have full privileges of discussion but no vote;

**(q)** Perform any and all other administrative duties that the board of supervisors could legally perform themselves and that they can legally delegate without violating the laws of the state nor impinging upon the duties set out by law for other officers.

## History

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Laws, 1974, ch. 486, § 4; Laws, 1988 Ex Sess, ch. 14, § 8, eff from and after October 1, 1989.