



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
2.07	Signature Authority of the County Administrator	08/04/14

PURPOSE

To provide guidance and instruction for the delegation of authority for the County Administrator to sign documents on behalf of the Board of County Commissioners.

REFERENCE

Florida Statute Chapter 125.74

POLICY

- (1) Under the Administrative form of government, the Board recognizes that the County Administrator is delegated the authority to ensure the proper administration of all affairs under the jurisdiction of the Board. From time to time, the County Administrator will be required to sign documents on behalf of or a as a representative of the Board. Pursuant to Florida Statute Chapter 125.74, the County Administrator is authorized to sign on behalf of the Board those documents that are administrative or ministerial in nature. Examples include:
 - (a) Grant documents for grants approved by the Board.
 - (b) Contract documents, including contracts, task orders, and reports, for projects approved by the Board and procured pursuant to the Board's Purchasing Policy and Florida Statutes.
 - (c) Change orders for projects approved by the Board and there is no change in the project budget.
 - (d) Documentation required from state or federal agencies for projects or services approved by the Board.
- (2) Any document signed by the County Administrator pursuant to this policy shall be placed on the regular agenda for ratification by the Board as soon as practicable.
- (3) The above specific power is to be construed as administrative in nature, and in any exercise of governmental power the 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.

RESPONSIBLE DEPARTMENT

Office of the County Administrator

Revision Date(s):