

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.03.02 SUPERINTENDENT DUTIES AND RESPONSIBILITIES

- A. The Superintendent shall be the chief executive officer for the Board for the administration of the school age and adult services as well as other program components in conformance with policies adopted by the Board. The Superintendent may delegate responsibility to appropriate members of the administrative or supervisory staff, but he/she shall be responsible to the Board for the total operation of the system.
- B. At all times during his/her employment, the Superintendent shall hold a valid certificate under ORC Section 5126.25.
- C. Pursuant to ORC Section 5126.0220, the Superintendent shall:
 - 1. Administer the workload of the Board, subject to the Board's rules;
 - 2. Recommend to the Board the changes necessary to increase the effectiveness of the programs and services offered pursuant to ORC Chapters 3323 and 5126;
 - 3. Employ persons for all positions authorized by the Board, approve contracts of employment for management employees that are for a term of one year or less, and approve personnel actions that involve employees in the classified civil service as may be necessary for the work of the Board;
 - 4. Approve compensation for employees within the limits set by the salary schedule and budget set by the Board and ensure that all employees and consultants are reimbursed for actual and necessary expenses incurred in the performance of official duties; and
 - 5. Provide consultation to public agencies as defined in ORC Section 102.01(C), including other county boards of developmental disabilities, and to individuals, agencies, or organizations providing services supported by the Board.
- D. The Superintendent may authorize the payment of Board obligations by the County Auditor and is authorized to sign vouchers.
- E. Other duties and responsibilities of the Superintendent may be authorized by the Board in accordance with all applicable laws and rules.
- F. The Superintendent shall have no voting privileges on the Board.