

Stark County Board of Developmental Disabilities

Policy 2.01 Duties of the Superintendent	Effective: 11/25/22
Chapter 2: Agency Administration	Page 1 of 1

DUTIES OF THE SUPERINTENDENT

POLICY

The superintendent is the chief executive officer of the Board. The superintendent may delegate responsibility to members of the agency, but he/she shall be responsible to the Board for the overall operation of the organization.

In accordance with the Ohio Revised Code 5126.0220, the duties of the superintendent include, but are not limited to the following:

1. Administer the work 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 Chapters 3323 and 5126 of the Revised Code;
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 properly reimbursed for actual and necessary expenses incurred in the performance of official duties;
5. Provide consultation to public agencies as defined in division (c) of section 102.01 of the Revised Code, including other county boards of developmental disabilities, and to individuals, agencies, or organizations providing services supported by the board.
6. The superintendent may authorize the payment of board obligations by the county auditor. Within this responsibility, the superintendent has the authority to approve purchases of supplies, equipment, services, settle claims, and to enter professional service contracts up to \$25,000. The Board must approve any contracts over \$25,000.
7. Settle any claim over \$25,000, which does not exceed \$100,000, with the concurrence of the Board President, or in the absence of the President, the Vice President of the Board. Claims of more than \$100,000 require approval of the Board.

Additional specific duties of the Superintendent shall be identified within the superintendent’s job description.

References:

- ORC 5126.05
- ORC 5126.0219
- ORC 5126.0220

<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Historical Resolution Information</th> </tr> <tr> <th style="text-align: left; padding: 5px;">Date</th> <th style="text-align: left; padding: 5px;">Resolution Number</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">8/23/16</td> <td style="padding: 5px;">08-36-16</td> </tr> <tr> <td style="padding: 5px;">8/27/19</td> <td style="padding: 5px;">08-41-19</td> </tr> <tr> <td style="padding: 5px;">10/25/22</td> <td style="padding: 5px;">10-52-22</td> </tr> </tbody> </table>	Historical Resolution Information		Date	Resolution Number	8/23/16	08-36-16	8/27/19	08-41-19	10/25/22	10-52-22	<p>Reviewer(s): Superintendent</p>
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