

**STATE OF NEW MEXICO  
COUNTY OF EDDY**

**RESOLUTION NO: R-16-19  
ESTABLISHING THE CHAIN OF COMMAND  
DURING THE ABSENCE OF THE COUNTY MANAGER**

**IN THE MATTER OF** the Board of County Commissioners acknowledging the “chain of command” established by the County Manager for his/her absences.

**WHEREAS**, there are a variety of situations when the County Manager may not be available to perform his/her normal duties; and,

**WHEREAS**, someone must perform the County Manager’s administrative duties in his/her absence; and,

**WHEREAS**, there needs to be a clear “chain of command” for Commissioners, Department Heads, Elected Officials, and employees during any absences of the County Manager; and,

**WHEREAS**, the Board of County Commissioners recognizes the need to document a clear “chain of command” for those times when the County Manager is absent from work.

**BE IT THEREFORE RESOLVED**, that the Board of County Commissioners accepts the attached procedure for assigning an “acting County Manager”.

**APPROVED AND ADOPTED** this 16<sup>th</sup> day of February, 2016.

EDDY COUNTY BOARD OF COMMISSIONERS:

ATTEST:



\_\_\_\_\_  
Royce O. Pearson, Chairperson



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Robin Van Natta, County Clerk



# EDDY COUNTY

## ADMINISTRATIVE PROCEDURES AND PRACTICES FOR DESIGNATING AN ACTING COUNTY MANAGER WHEN THE COUNTY MANAGER IS ABSENT FROM WORK

### PURPOSE

The purpose of these procedures and practices is to ensure that the administrative duties of the County Manager are performed even when the County Manager is absent from work. These procedures are authorized by Resolution R-12-05.

### SCOPE OF PROCEDURES AND PRACTICES

This document is intended to clarify under what circumstances and who will be designated as acting County Manager during absences of the County Manager.

### COUNTY MANAGER ABSENCES

1. Whenever the County Manager is going to be absent from work and is capable of making a designation, the County Manager will send an email to all department heads, elected officials, and Commissioners designating the person to be acting County Manager. Such designation shall remain in effect until the County Manager returns to work or, in the case of an extended absence of the County Manager, the Board of County Commissioners makes its own designation.

***Note: in situations where the County Manager does not have access to email, the County Manager may direct his/her Executive Assistant to issue the email on his/her behalf.***

2. When the County Manager is incapacitated and, thus, not capable of making a designation, the following positions, in the order of their availability, will assume the role of County Manager until the Board of County Commissioners shall convene a meeting and make their own designation.
  - a. Assistant County Manager
  - b. Finance Director
  - c. Commission Chairman
  - d. Any other available Commissioner, when the Chairperson and Vice-Chairperson are not available.

***Note: Such an acting County Manager, will make special efforts to coordinate any significant decisions with the County Attorney.***