Hardin County Board of Developmental Disabilities
POLICY

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Title: Superintendent Duties and Responsibilities		
Regulatory Authority: ORC 5126.0220		
Effective Date: 9/18/2018, Review Date: 2/15/2022		
Reviewer/Job Title: Superintendent or designee		

SUPERINTENDENT DUTIES AND RESPONSIBILITIES

(A) DUTIES AND RESPONSIBILITIES

(1) The Superintendent shall be employed by the Hardin County Board of Developmental Disabilities (Board) for the administration of all services and program components in conformance with policies adopted by the Board. The Superintendent shall be responsible to the Board for the total operation of the system.

(2) The Superintendent shall:

(a) Administer the work of the Board and recommend any changes necessary to increase the effectiveness of programs and/or services;

(b) Employ persons for all positions authorized by the Board and authorize management contracts that are for a term of one year or less;

(c) Approve personnel actions;

(d) Approve compensation for all employees within the limits established by the salary schedule and budget set forth by the Board; and

(e) Provide consultation to public agencies, individuals, or organizations providing services provided by the Board.

(3) The Superintendent shall authorize payment of Board obligations by the County Auditor.

(4) The Superintendent is authorized by the Board to approve budgeted program purchases up to $15,000.

(5) The Superintendent shall submit for approval at each regularly scheduled Board meeting at list of all payments approved since the last Board meeting

(6) The Superintendent serves as chief executive and advisory officer for the Board. The Superintendent will provide the Board with information for the formulation and adoption of Board policies and present such other information as is necessary in the appraisal of the Board, except when his/her employment status is being considered.

(B) BOARD EMPLOYMENT RESPONSIBILITIES

(1) The Board shall review the performance of the Superintendent annually. The Board shall employ a Superintendent under a contract. To enter into a contract the Board shall adopt a resolution agreeing to the contract. The Board will fix the Superintendent's salary and benefits and reimburse the Superintendent for actual and necessary expenses.

(2) The Superintendent may be removed, suspended, or demoted for cause pursuant to the Ohio Revised Code.

(3) At the expiration of the Superintendent's current term of employment, the Superintendent may be re-employed. If the Board intends not to re-employ the Superintendent, the Board shall give the Superintendent written notification of its intention. The notice shall be given not less than ninety days prior to the expiration of the Superintendent's contract.