

EXHIBIT "A"

DUTIES OF THE COUNTY ATTORNEY

1. Legal counsel and advice to the Board of County Commissioners.
2. Represent Board of County Commissioners in litigation or in the event of insurance coverage - liaison with insurance counsel.
3. Composes, prepares, drafts and/or reviews resolutions, ordinances, agreements, contracts, grants, etc. Makes recommendations with regard to amendments, revisions and repeals of existing laws and regulations.
4. Legal counsel and advice to the County Manager and department heads and staff regarding county matters.
5. Legal counsel and advice to Planning and Zoning Board and committees established by the Board of County Commissioners.
6. Liaison to judiciary for Board of County Commissioners.
7. Represent Board of County Commissioners in administrative proceedings.
8. Liaison with state and national legislators and administrative agencies regarding matters of interest to the Board of County Commissioners.
9. Attend all meetings of the Board of County Commissioners, unless excused by the Board or Chair, and Planning and Zoning Board and committees when deemed necessary.
10. Retain outside counsel for matters deemed appropriate.
11. Responsible for developing a succession plan for the County Attorney position.