



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

**Approved Oct. 17, 2002
Amended Dec. 12, 2003**

2.1

Council Personnel

Executive Director

1. Duties & responsibilities:

A Basic Functions.

- (1) The Executive Director is the Chief Administrative Employee of the Council. The Executive Director is responsible for the proper management of all aspects of the Council's activities so as to insure the continued successful operation of the Council and for advising and making recommendations to the Council with respect to these activities.
- (2) The Executive Director is appointed by the Council, is responsible to them, and reports to them at scheduled meetings on the conduct of the affairs and operations of the Council.
- (3) The Executive Director is responsible for conducting himself in such a manner, and encouraging others to do likewise, as will reflect credit on the Council.
- (4) It is the Executive Director's function to utilize to the maximum degree the Council's material and human resources in administering and carrying out the major policies of the Council.
- (5) The Executive Director is responsible for the development and maintenance of a competent and adequate organization with respect to both its structure and its personnel. The Executive Director is responsible for the training and guidance of the members of the organization and for coordinating their activities.
- (6) The Executive Director is responsible for all financial matters involving the Council.

B Responsibilities and Authority.

- (1) Sees that the Council is kept fully informed on the Council's operations and on all important factors influencing them.



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- (2) Assumes responsibility for the general supervision and coordination of the Council's operations.
- (3) Interprets and administers policies established by the Council for all the Council's activities.
- (4) Assists the Council in development and formulation of Council policy on both long and short term programs.
- (5) Develops all appropriation requests, budgets, reports and studies for the Council's review and approval.
- (6) Sees that all grounds, physical assets, and other property of the Council are appropriately safeguarded and administered.
- (7) Sees that a sound general organization plan is utilized which will insure adequate coverage of all functions.
- (8) Subject to Council approval, to select and appoint professional personnel, and to delegate to each the responsibility and authority for performance of his assigned functions. To select and appoint administrative personnel as needed for the Council's successful operation.
- (9) Refers to the Council all matters of major importance to the Council's progress and well being, for purposes of securing advice, guidance, authorization, and/or decision.
- (10) Directs the development and maintenance of the necessary procedures for the financial control of the Council and for the safeguarding of assets.
- (11) Sees that all accounting activities of the Council are properly developed and maintained.
- (12) Reviews continuously the factors affecting the cost of Council operations



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and activities, and takes necessary corrective action to keep costs consistent with objectives.

- (13) Executes such contracts and commitments which are necessary to carry out the business of the Council.
- (14) Assumes responsibility for the improvement, development and maintenance of a balanced organization structure and staff personnel.
- (15) Delegates certain of his responsibilities and duties, and reassigns functions whenever he considers it necessary or desirable; but he cannot divest himself of the responsibility for the overall results.
- (16) To recommend to the Council the discharge of professional personnel for just and sufficient cause. To discharge administrative personnel for just and sufficient cause.
- (17) It shall be the responsibility of the Executive Director to follow Council policies regarding assistance with local prosecutors.

C Relationships. The Executive Director observes and conducts the following relationships:

- (1) The Executive Director is accountable solely to the Council for the administration of the Council's operations and for proper interpretation and fulfillment of his functions, and responsibilities and authority, and relationships.
- (2) The Executive Director directs the activities of all staff personnel and stands ready at all times to render them advice and support.
- (3) The Executive Director conducts such relationships with representatives of government as are necessary or desirable in the best interest of the Council.



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- (4) The Executive Director conducts such relationships as the Council may specify or as he may deem advisable in the best interests of the Council.