

**GENERAL DUTIES OF THE CAO** 

Upon election, take an oath of office as provided in Article 1, Section 1 of State Constitution and T.C.A. § 8-18-111 & § 54-7-108.

Post an official bond of a minimum of \$100,000 per T.C.A. § 54-7-

Be sure to perform these duties timely!



COUNTY OFFICIALS ORIENTATION PROGRAM 2024

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## **INTERIM SUCCESSOR**

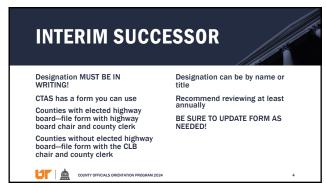
The CLB has up to 120 days to fill a vacancy in your office.

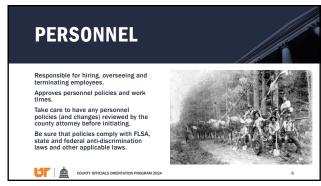
The office needs to keep running during this time.

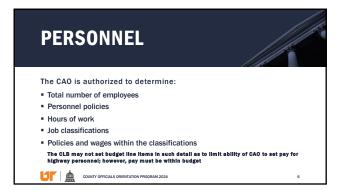
Under T.C.A. § 54-7-107, if a vacancy arises due to death, resignation or removal, the CAO's duties are to be performed by the designated INTERIM SUCCESSOR.

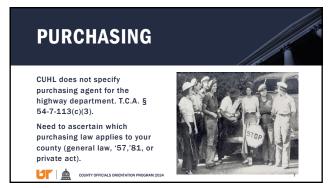
Who can be designated?

- Assistant superintendent
- Chief foreman Administrative assistant
- Other highest-ranking member in
- YOU ARE RESPONSIBLE FOR MAKING THE DESIGNATION!!

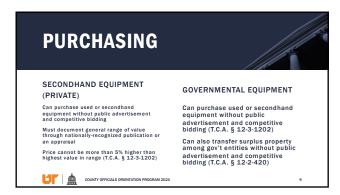


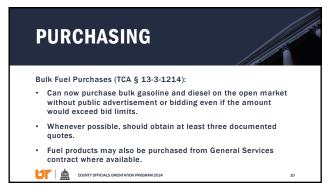


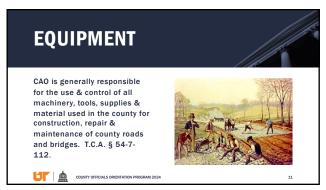




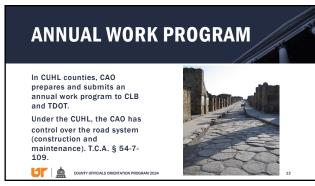




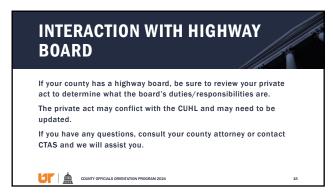




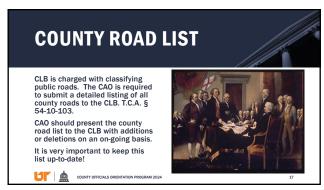


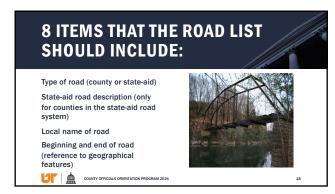


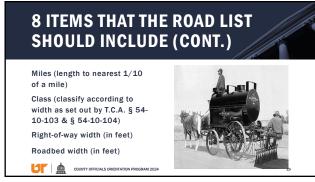


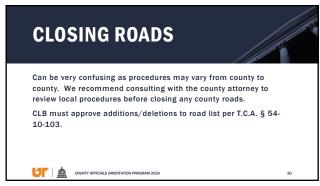


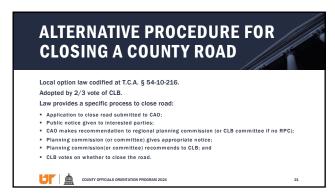


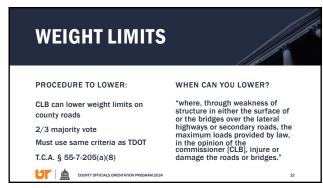


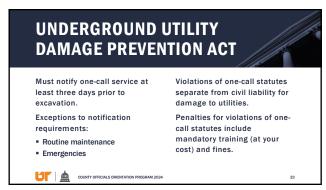
















## **PRIVATE WORK & USE OF EQUIPMENT** The law (T.C.A. § 54-7-202) Rock, crushed stone or other generally prohibits use of road material cannot be sold or county highway department given away. equipment or materials for Employees using equipment or anything other than a county material for personal use are highway purpose. to be discharged immediately. Work on private roads or for private purposes is forbidden. COUNTY OFFICIALS ORIENTATION PROGRAM 2024

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## INTERACTIONS WITH OTHER COUNTY OFFICIALS Depending on the accounting/budgeting law your county is under, coordinate with the county mayor/finance director as applicable. Prepare and submit an annual budget and any budget amendments to the CLB timely. Remember to verify that the five-year average is met for local effort. Notify mayor/finance director if it appears it will not be met. Work with mayor/finance director to maintain capital asset, infrastructure & accrued leave (if any) reporting for GASB requirements. Submit changes to county road list timely to CLB.

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## ADVICE FROM YOUR COUNTERPARTS FOR YOUR 1ST YEAR IN OFFICE Get involved in programs that bring in outside funding (USDA, NRCS). Consider a written (and approved by CLB) interlocal agreement with a neighboring county to borrow equipment that you don't have. Keep the road board (if you have one) and the CLB in the loop as much as possible. Call CTAS, TCHOA, TDOT, TDEC and other CAOs if you have questions...we all want you to succeed! Remember, it is easier to stay on the road then pull it out of the ditch.

| ADVICE FROM YOUR COUNTERPARTS FOR YOUR 1ST YEAR IN OFFICE   |
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| When you do your first inventory, if you have old equipment that is no longer in use, get it declared surplus and sell it on Gov Deals. It's not doing anything just sitting out rusting in the yard.   |
| Understand and watch your budget.   |
| If you please everybody, you are not doing your job!  |
| Remember, when you take office, it's your responsibility. If equipment is missing from the inventory when you get there, let the road board, county audit, county mayor and if needed, the district attorney, know about it sooner rather than later. |
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