

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF MADERA COUNTY  
ADDING SECTIONS 2.24.130 AND 2.24.140 OF CHAPTER 2.24 OF TITLE 2 OF THE  
MADERA COUNTY CODE RELATING TO THE OFFICE AND DUTIES OF THE  
ASSISTANT COUNTY ADMINISTRATIVE OFFICER**

**NOW THEREFORE,** THE MADERA COUNTY BOARD OF SUPERVISORS  
DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION 1:** Sections 2.24.130 and 2.24.140 of Chapter 2.24 of Title 2 of the  
Madera County Code are hereby added to read as follows:

**2.24.130      Office of assistant county administrative officer, created.**

There is created in the department of county administration the position of assistant county administrative officer. The assistant county administrative officer shall be appointed by the county administrative officer.

**2.24.140      Duties of assistant administrative county officer.**

The assistant county administrative officer shall assist in the direction and oversight of operations of the department of county administration, including coordination and planning of administrative activities of all divisions within county administration, and shall report to, and perform such other duties as assigned by, the county administrative officer. The assistant county administrative officer shall act as the county administrative officer in his or her absence.

**SECTION 2:** This Ordinance shall take effect thirty (30) days after its adoption and before the expiration of fifteen (15) days after its passage, it (or a summary) shall be published with the names of the members of the Board of Supervisors voting for and against the Ordinance in a newspaper of general circulation published in the County of Madera.

\* \* \* \* \*

The foregoing Ordinance was adopted this \_\_\_\_\_ day of \_\_\_\_\_,  
2023, by the following vote:

Supervisor Wamhoff voted: \_\_\_\_\_

Supervisor Rogers voted: \_\_\_\_\_

Supervisor Poythress voted: \_\_\_\_\_

Supervisor Gonzalez voted: \_\_\_\_\_

Supervisor Macaulay voted: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk, Board of Supervisors

Approved as to Legal Form:  
COUNTY COUNSEL

James N.  
By: McCann

Digitally signed by: James N. McCann  
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= Lozano Smith  
Date: 2022.12.22 14:12:49 -08'00'