

§ 160A-639.1. Duties of the chief administrative officer; appointment of clerk.

(a) Duties. – The chief administrative officer employed by the Authority in accordance with G.S. 160A-639 shall be responsible to the Board of Trustees for administering all matters placed in his or her charge by the Board of Trustees and shall have all of the following powers and duties:

- (1) To hire, appoint, suspend, or remove any employee of the Authority, provided that nothing in this subdivision shall be construed as superseding or altering any other provision of law governing the suspension or removal of an employee of the Authority.
- (2) To direct and supervise all employees of the Authority and the administration of all departments, offices, and agencies of the Authority, subject to the general direction and control of the Board of Trustees and except as otherwise provided by law.
- (3) To attend all meetings of the Board of Trustees and recommend any measures he or she deems expedient.
- (4) To see that all laws of the State are faithfully executed.
- (5) To prepare and submit the annual budget and capital program to the Board of Trustees.
- (6) To annually submit to the Board of Trustees and make available to the public a complete report on the finances and administrative activities of the Authority as of the end of the fiscal year.
- (7) To make any other reports that the Board of Trustees may require concerning the operations of the Authority.
- (8) To perform any other duties that may be required or authorized by the Board of Trustees.

(b) Clerk. – In addition to the duties set forth in subsection (a) of this section, the chief administrative officer shall designate an employee of the Authority as clerk, whose duties shall include all of the following:

- (1) Provide notice of meetings of the Board of Trustees.
- (2) Keep a journal of the proceedings of the Board of Trustees.
- (3) Be the custodian of all Authority records.
- (4) Perform any other duties that may be required by law or the Board of Trustees. (2016-54, s. 4.)