

**July 11, 2017****Designation of Acting Department  
Heads and Division Directors****County Administrator****Page 1 of 1****POLICY:**

- a. Each Department or Office Director shall designate in writing an Acting Director, who will function in this capacity during their temporary absence or disability.
- b. Each Division Director shall designate in writing to their Department Director an employee who shall serve as Acting Director during their temporary absence or disability.
- c. Copies of the above written designation shall be transmitted to the Human Resources Department, which will be responsible for maintaining a central file of such designees. The written designation may be in the form of either an email from the Director authorizing the designation or a written memorandum. A copy shall also be transmitted to the Clerk's Office.

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**FOOTNOTES & REFERENCES TO RELATED AR's:** Supersedes AR 2.03-1 dated January 26, 2010 and AR 2.03 dated September 28, 1981.