

Director/Deputy Administrator

**GENERAL SUMMARY**

Primary function of the job is to assume responsibility for all accounting and financial management related activities within the County and to supervise personnel performing the County financial functions while ensuring adherence to policies and procedures regarding all financial activity. This position serves as a strategic advisor on budget preparation issues to the County Administrator. Employee provides administrative functions associated with labor negotiations, risk management, contract negotiation and administration, and serves as a liaison with other internal departments.

This position may also assume the duties of the County Administrator in his/her absence, which includes acting as a principal spokesperson for the County.

Employees must meet the minimum requirements and conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodation.

This position may require irregular hours. May also be required to work on-call in an emergency. This position may require travel by the employee in the employee's own vehicle.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Supervises all staff of the department, either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.
- Directs and manages the preparation of accounting records, financial reports and statements, payment of bills, collection of accounts receivable and preparation and payment of the county payroll.
- Acts as a strategic advisor to the County Administrator on a wide variety of financial and general business issues, including budget preparation and administration, risk management, labor negotiations, procurement, etc.
- Assumes the role of County Administrator in his/her absence, ensuring continuity of County operations, and acting as the County spokesperson as directed by the Administrator.
- Ensures that the County's accounting records, and financial statements are in accordance with generally accepted accounting principles and standards set by the Michigan Department of Treasury.
- Performs complex and varied financial strategic planning, budgeting, and forecasting revenues and expenditures, which includes monitoring financial outcomes; providing timely financial analysis and direction; maintaining and adjusting cost allocation plans, fixed asset and debt analysis, risk management/insurance analysis, trend and variance analysis, bond ratings, and related activities.
- Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines to protect the financial interests of the County and maintain the integrity of financial records in compliance with legislation, regulations, and policies.

## Grand Traverse County, MI Job Description

- Develops and administers departmental policies and internal controls, which conform with GAAP, GASB, and the goals and objectives of the County.
- Provides comprehensive customer service to the County Administrator, department directors, other County staff, and constituents, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
- Oversees special projects in the direction of the County Administrator or Board of Commissioners.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.

### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Master's degree in Finance, Business Administration, Public Administration, or related field
- Six years of progressively responsible directly related experience in accounting, auditing, data processing, finance, and management, including two years of experience in supervision with experience in governmental accounting preferred.
- An additional two years of directly related experience may substitute for master's degree if there is demonstrated knowledge, ability, and skills to perform the work.

### **CERTIFICATIONS, LICENSES** (minimum requirements)

Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

Position requires at least one of the following:

- Certified Public Accountant (C.P.A.)
- Certified Governmental Financial Manager (C.G.F.M.)
- Certified Public Finance Officer (C.P.F.O.)

### **CONDITIONS OF EMPLOYMENT** (legal or contractual pre- employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- Incumbents may be required to serve in an "on-call" capacity.
- Requires valid driver's license and personal automobile insurance.

### **DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

Compared to the County Administrator classification, does not have full authority and responsibility for all the County operations.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May occasionally be required to lift/move up to 25 pounds (such as a box of paper).

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)**

- Advanced proficiency in English grammar, spelling, punctuation.
- Advanced knowledge of related economic, governmental, accounting, budgeting, and risk management principles and practices, and applicable Federal, State, and County laws and regulations, internal audit procedures and budgets
- Thorough knowledge of County functions, organization, and the departments and County's role and relationships with other agencies/jurisdictions.
- Understanding of the County's culture, mission, and organizational dynamics
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Extensive knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action.
- Skill in crisis management, including the management of critical incidents.
- Ability to work in a unionized environment; ability to negotiate and facilitate labor/management issues; ability to make tough personnel decisions firmly, fairly, and respectfully.

## Grand Traverse County, MI Job Description

- Ability to lead with vision and demonstrate strong leadership qualities.
- Ability to take initiative and drive organizational excellence.
- Ability to develop and implement managerial policies and prioritize the needs of the department and the County overall.
- Ability to develop and execute strategic plans, champion, manage change, and articulate County leadership's priorities.
- Ability to identify and resolve problems that may impact the mission of the department and the County.
- Ability to represent the County appropriately and effectively at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Ability to persuade others to gain concurrence or to resolve problems and gain cooperation.
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to facilitate meetings effectively and efficiently.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.