

**County Administrator**

**GENERAL SUMMARY**

The County Administrator is the County's Chief Executive Officer and reports to the County's elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under non-elected officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissions.

This position serves at the will and under the general supervision of the County Board under an employment contract. Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position will require irregular hours. May also be required to work on-call in an emergency. It may also require travel by the employee in his/her own vehicle.

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

- Supports and facilitates the County Board of Commissioners in developing strategies for all issues in the County, which includes analyzing, providing guidance and recommending appropriate actions. Keeps Commissioners well informed on issues that could become matters of concern or that need to be addressed. Provides study sessions or other meetings to deal with matters of concern providing Commissioners with complete information, background, and staff input. Provides general staff assistance to the Board, advising of problems, needs and policy alternatives.
- Responsible for the financial integrity of all aspects of the County's budget operations, including Countywide budget development, recommendations, monitoring, and demonstrates commitment to Government Finance Officers Association (GFOA) best practices.
- Serve as the Purchasing Director and Risk Manager for the County ensuring appropriate and prudent financial expenditures and minimal financial loss exposure.
- Oversees the general management of all County departments, including personnel, labor relations, fringe benefit levels, policy development and implementation, risk management, overall buildings and grounds, purchasing, and other facets of general County administration and operations. Act as the County's Chief Labor Negotiator. Has full authority over all departments under non-elected directors and partial/shared authority over departments headed by elected officials.
- Provides strategic leadership, guidance and support to the Board and organization by assessing the County's current and future strengths and weaknesses to develop, communicate, and implement a shared mission, vision, and strategy which are in alignment with the County.
- Appoints, with confirmation of the Board of Commissioners, all Department Directors. Coaches, mentors, and provides guidance to Department Directors. Promotes an organizational structure and a system approach to operational and strategic challenges that is proactive, decisive, results oriented and produced by an open exchange of ideas.

- Directs staff of the County Administrator's office (either directly or indirectly through subordinate supervisors).
- Oversees special projects associated with overall County development, acting on behalf of the County Board in providing leadership.
- Represents the County at a variety of community events and activities in support of positive public relations initiatives and developing liaison relationships between the community and the County. At the direction of the Board of Commissioners serves on a variety of Boards, Commissions and Committees.

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

- Master's Degree in a related field, such as Public Administration or Business Administration
- Six to eight years of directly related experience in County or local government, or as a Chief Executive Officer in the private sector, including at least four years supervisory or managerial experience
- 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)

- Must have valid driver's license and personal vehicle insurance.

**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.

- Incumbent serves in an "on-call" capacity.

**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 County to accomplish its mission and may require the intervention of the County's Board of Commissioners to resolve or may not be resolvable.

This job is not part of a series.

**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 be required to lift/move up to 35 pounds (such as a box of paper)

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

- Advanced proficiency in English grammar, spelling, punctuation.
- Advanced proficiency in communication – up and down the organization and with other groups. Understands and utilizes business communication methods and techniques.
- Knowledge of the principles and practices of local government administration including organizational forms and structures, and operating methods and procedures
- 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
- Knowledge of County functions, organization, and the department's role and relationships with other agencies/jurisdictions
- Knowledge of risk management/insurance issues, economic development, and government procurement
- Understanding of organizational culture, employee engagement and organizational dynamics in implementing a proactive structure and systems to promote positive image of the County and within all departments
- 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 the County Board of Commissioners, customers, co-workers, and representatives of other agencies.
- 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
- Ability to lead with vision and demonstrate strong leadership qualities
- Ability to take initiative and drive results based organizational excellence
- Ability to develop and implement managerial policies and prioritize the needs of the County
- Ability to develop and execute strategic plans, champion and 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 appropriately and effectively represent the County 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
- Skill in researching and resolving problems in order to ensure compliance
- Ability to persuade others in order 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