

WINONA COUNTY CLASSIFICATION DESCRIPTION

Classification: County Administrator

Characteristics of Class:

Under administrative direction of the County Board of Commissioners, an employee in this class shall be the administrative head of the County and shall be responsible for the proper administration of the affairs of the County placed in the administrator's charge. The Administrator shall exercise general supervision over all county institutions and agencies and, with the approval of the county board, coordinate the various activities of the county and unify the management of its affairs. If required by the County Board, the administrator may act as the head of any department, the appointment of which is made by the County Board, provided the Administrator has the qualifications required by law. The position is directly accountable for ensuring that the breadth and depth of talent, skill and competency exist to drive performance and accomplish desired results. The nature of the work performed is unusually difficult because of the managerial and administrative skills required to handle numerous unrelated activities, frequent decisions, and the planning, organization, development, and coordination of many large-scale work projects. The position works in collaboration with the County Board and the management team.

Supervisory Controls:

The County Administrator reports directly to the County Board of Commissioners. The Administrator oversees an annual budget of approximately \$50+ million. Expenditures outside of the approved budget exceeding \$5,000 requires County Board approval prior to County Administrator authorization. Within the direction provided by the County Board, the County Administrator is authorized to exercise independent judgment in decision making. The Administrator exercises guidance over non-elected department heads in matters of budget, purchasing, and general government within the authority vested in the position by the County Board. The work is reviewed through results achieved.

Examples of Duties:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties which may be found in positions of this class.

- Implements the County Board's plans, goals and policies by delegating work to staff and ensuring completion.
- Establishes personal, measurable goals to be reviewed by the County Board on an annual basis and also reviews and enforces implementation of County Board decisions and encourages department heads to set appropriate goals and timetables to complete projects.
- Prepares and submit to the County Board monthly or periodic updates on various projects, programs, or other activities.

Examples of Duties (cont'd):

- Hires qualified staff to assist the Administrator in the performance of duties as approved by the board.
- Provides for the execution of all ordinances, resolutions and orders of the board and all laws of the state required to be enforced through the County Board, by the Administrator or by officers who are under the Administrator's direction and supervision.
- Appoints, suspends, and removes with the approval of the County Board all county personnel whose appointment, suspension or removal is a function of the County Board under general law and make such appointments with the approval of the County Board to additional offices, boards, committees and commissions both advisory and otherwise as the County Board may direct.
- Provides for county purchases including purchases of service as directed by the County Board and pursuant to purchasing regulations established by the board.
- Prepares and submits to the County Board a proposed annual budget and long-range capital expenditure program for such period as the County Board may direct, each of which shall include detailed estimates of revenue and expenditures and enforce the provisions of the budget when adopted by the County Board.
- Attends all meetings of the County Board and recommend measures for adoption as the Administrator deems advisable or expedient.
- Examines the books and papers of officers and departments of the county as directed by the County Board and report the findings to the County Board, keep the County Board fully advised as to the financial condition and needs of the county and make such other reports from time to time as required by the Board or the administrator deems advisable.
- Conducts annual performance review of non-elected Department Heads. Works closely with elected Department Heads to assure compliance to all County policies and programs.
- Financial accountability requiring a strategic and balanced perspective, ensuring resource allocations are appropriate, providing guidance to Department Heads in the development of annual operating budgets and capital improvement budgets with corresponding performance criteria to ensure that annual business objectives are achieved.
- Responsible for preparation and recommendation to the County Board the long range planning needs including program and service priorities, capital improvement planning and budgeting, long range space and building needs.
- Serves as Clerk to the County Board as authorized in Minnesota Statute 375.49, Subd. 2.
- Responsible in ensuring the County is in compliance with the Minnesota Data Practices Act.
- Represents the County Board at meetings with local officials, members of the public, joint power entities, and the media.
- Establishes and maintain effective relationships with elected Board of Commissioners, elected Department Heads, other Department Heads, other county officials, employees, civic and community groups and the general public.
- Embody teamwork and cooperation with and across County departments and with the public; serve as a positive example to other Department Heads and county personnel with regard to workplace actions, decisions; willingly follow rules, procedures, and directives from the County Board.
- Any other duties as assigned.

General Statement:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Required Knowledge, Skills, and Abilities:

Any combination of training and experience providing the following knowledge, skills, and abilities.

For Full Performance:

- Knowledge of the principles and practices used in county government operations.
- Knowledge of the principles and practices of labor relations.
- Knowledge of financial administration.
- Knowledge of laws, rules and regulations affecting county government operations.
- Ability to implement and direct executive management decisions across a broad spectrum of County Offices.
- Ability to manage extensive and complex programs.
- Ability to establish congenial working relationships with the County Board, employees, local officials, and members of the public.
- Ability to collect and analyze data and to prepare reports with conclusions and recommendations.
- Ability to communicate effectively in all mediums.
- Ability to effectively supervise large numbers of subordinate employees working in diverse activities and locations.
- Basic knowledge of the Minnesota Statutes and the governmental rulemaking process at local, state and federal levels.
- Basic understanding of Risk Management (Insurance) Practices and Procedures.
- Proficient use of computer software such as Microsoft Windows Applications, Word, Excel, Access, and Outlook.

For Pre-Employment:

- Bachelor's Degree in Business Administration, Public Administration or a related field, with five years of progressively more responsible experience in a private or public organization in General Administration, Personnel Administration, or Financial Administration, preferably in city or county government.
- The position requires a well experienced business executive, a strategic leader with high integrity, sound human relations skills, financial skills, excellent judgment and decision-making skills, competent and collaborative leadership. The individual must be an

excellent developer of talent and have strong performance management skills. Prior leadership experience in public administration is desired.

- Must possess and maintain a valid driver's license.
- Must pass a personal background check.

Safety Requirements:

County Administrator shall ensure all departments embrace and comply with all OSHA standards as well as compliance with established organizational safety standards and expectations.

Behavior Standard

Maintain a positive work atmosphere by acting and communicating in a manner so that he/she gets along with customers, clients, co-workers, and management.

August 27, 2021 | 10:14 AM CDT

Date Approved

DocuSigned by:

Ken Fritz

County Administrator

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

6	Hours a day sitting
1.5	Hours a day standing
.5	Hours a day walking
	Hours a day kneeling
	Hours a day stooping
1.5	Miles a day walked
	Feet climbed using a ladder
	Feet climbed on an incline
150	Feet climbed using stairs

Section B

The physical effort requirements of this job are:

# of pounds lifted	
15	Pounds lifted waist high
10	Pounds lifted shoulder high
5	Pounds lifted above the head

Pounds are ...	
	Pounds are carried alone
	Pounds are carried with someone else
	Distance weight must be carried (feet)
X	Pounds are pushed
X	Pounds are pulled
X	Pounds are held

Section C

The physical dexterity requirements of the job are to operate:

X	A telephone
X	Computer/electronic equipment
	Hand tools
	Electric tools
X	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

Critical	Useful	
X		See
	X	Distinguish colors
X		Hear or listen
		Taste
		Smell
	X	Touch
X		Speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	Reading	X	Analyzing data
X	Writing	X	Searching for solutions
X	Basic arithmetic	X	Creating methodologies
X	Mathematics	X	Conducting research
X	Weight and/or measuring	X	Managing resources
X	Visualizing conclusions	X	Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are:

4	Hours a day spent working under time pressure
4	Hours a day spent working rapidly
92	% of time spent indoors
8	% of time spent outdoors
	% of time spent in an automotive vehicle
30	% of time spent at a desk, bench or window
92	% of time spent in an office or control room

	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke, etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
	The surface of the working environment is sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments: