



# County Manager

Class Code:  
10011

Bargaining Unit: Non Union

DAKOTA COUNTY  
Established Date: Feb 10, 2016  
Revision Date: Feb 10, 2016

## SALARY RANGE

\$80.21 - \$125.33 Hourly  
\$167,482.00 - \$261,691.00 Annually

### GENERAL DESCRIPTION:

The County Manager reports directly to the County Board and functions as the administrative head of the county. Participates with the Board in the creation of the vision and strategic plan for Dakota County. Assists the County Board in developing policies, programs, and plans for improved management of the County. Provides direction to County Division Heads and provides oversight in the planning, development, management, coordination, delivery and evaluation of overall administration of County affairs. Provides direction in the implementation of County Board policies and directives and recommends the annual County budget. The position involves the application of a high degree of judgment and independent initiative. Appoints, reviews, or removes all Division Heads, and County Administration staff, and authorizes Division Heads to appoint, review, transfer, subordinates in their divisions and departments.

### MINIMUM QUALIFICATIONS:

- Master's Degree in Public or Business Administration or closely related field, with course work or experience in program planning and budgeting AND
- Ten years of experience with increasing responsibilities in administration in the public sector, at least 5 of which are at an advanced management level.
- Or, an equivalent combination of education and experience.

### DUTIES & RESPONSIBILITIES:

*These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.*

1. Participates with the County Board in the creation of the vision and strategic plan for Dakota County.
2. Provide direction to Division Heads in developing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
3. Provides recommendations and day-to-day assistance to the County Board and Board committees in the development and evaluation of policies and programs for the County.

4. Provides management and leadership direction to the County by evaluating current operations and developing new plans and programs.
5. Prepares, recommends, and presents the annual budget to the County Board and manages and administers the budget throughout the year.
6. Promotes a motivated workforce that demonstrates professionalism and competence.
7. Promotes a respectful workplace that values inclusiveness and excellence.
8. Provides day-to-day assistance and management direction to County departments and programs through program review, fiscal control and administrative overview.
9. Performs other duties and exercises other responsibilities as may be necessary and appropriate to the head of County administration.
10. Maintains effective working relationships with intergovernmental partners, the business community and other agencies that work with Dakota County

## **KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT:**

### **LEADERSHIP**

- Ability to inspire others to achieve results by promoting involvement, participation and cooperation.
- Ability to support and encourage employees in fully developing their knowledge, skills and abilities.
- Ability and skill to organize direct and coordinate the activities of professional and administrative support staff.
- Ability to mentor staff and identify development needs.

### **ADMINISTRATIVE**

- Demonstrated skills in analyzing project needs and in preparing long-range and strategic responses to meeting these needs.
- Demonstrated skills in analyzing, preparing and managing comprehensive budgets.
- Ability to analyze and change existing processes to reduce process time and resource requirements while continuing to conform to requirements.

### **ORGANIZATIONAL KNOWLEDGE AND STRATEGY**

- Ability to create and support effective working relationships within and between divisions, departments, and outside agencies.
- Ability to understand and effectively respond to changing customer needs, interests, and requirements.
- Ability to plan, organize, direct and supervise the work of professional and technical staff.
- Knowledge of principles and practices of public administration management and government procurement.

### **COMMUNICATIONS/INTERPERSONAL RELATIONS**

- Ability to effectively present analysis and recommendations through spoken and written communications.
- Ability to build and maintain positive working relationships with others.
- Ability to effectively conduct meetings and public forums.

### **ANALYTICAL THINKING**

- Ability to plan, implement and evaluate programs, systems, policies and procedures.
- Ability to establish objectives and performance measures as well as communicate, support and evaluate the achievement of those objectives and measures.
- Ability to analyze data and translate the program needs into budget realization.
- Ability to engage in a variety of analysis and financial planning that includes: collecting and interpreting data, establishing rationale for recommendations, and effectively transmitting that information.

### **TECHNICAL SKILL**

- Comprehensive understanding of principles, techniques and laws related to county

government.

- Working knowledge of computer applications.
- Strong financial and budgetary skills.

WORK ENVIRONMENT: Work is sedentary; it is usually accomplished while incumbent is comfortably seated at a desk or table. There is some walking and travel to meetings and conferences away from the regular place of work.

**LAST UPDATED:**

2/11/15

Removed Deputy Director reference from Duties and Responsibilities and updated the first sentence of the General Description. 3/1/24