



<b>Department:</b>	Administrator
<b>Reports To:</b>	County Board
<b>Supervisory Duties:</b>	Yes
<b>FLSA Status:</b>	Exempt
<b>Benefits:</b>	Yes
<b>Union Status:</b>	Non-Union
<b>Last Updated:</b>	<b>October 2023</b>

## Position Details

The County Administrator is responsible to provide services to the county citizens as mandated by the State of Minnesota (Minn. Stat. § 375A.06-Subd. 4) and as directed by the County Board. This position is responsible to use federal, state, and local funds efficiently to provide public services. This position works with the County Board to set short- and long-term goals of the organization.

### Serve as Administrator and Advisor to the County Board

- Carries out the orders and policies of the Board of County Commissioners in the operation of County Government in accordance with Federal, State and local laws and the accepted standards and practices of public administration.
- Serves as a liaison between the County Board and department heads, County employees, local, regional, state and federal agencies. Communicates activities of the County Board to the news media and public through press releases and other oral and written correspondence.
- Department Management, supported by staffing resources; develop structure and staffing models; hire, train, mentor, assign accountabilities including but not limited to discipline, termination of department staff, negotiate separation agreements in consultation with legal representatives (not to exceed three months compensation – greater than said amount requires approval from the County Board); and direct workflow to accomplish department and organizational goals.
- Serves as the Clerk of the County Board
- Managing, delegating and implementing a variety of diverse programs and functions related to the overall administrative operations of the County.
- Develops interagency contacts necessary to stay abreast of developments that affect the County.
- Communicates resolutions, ordinances, policies and regulations of the County Board by maintaining open channels of communications with civic organizations, state officials and citizens.
- When so directed, represents the County Board of Commissioners at local, regional, state and national meetings. Attends professional meetings and keeps informed of developments in County government operation and managements. Advises the County Board on changes in statutes and regulations.
- Assists the County Board of Commissioners in establishing short and long-range objectives, to include appropriate action plans and programs to achieve them; and coordinates and implements the strategic planning process.
- Annually Administrators the county budget process, develops annual budget instructions, analyzes all annual budget requests, makes recommendations and is responsible for preparing budget within levy guidelines set by the State. Annually develops departmental budgets for County Board, Administrator, Building CIP Funds, as well as assist other Departments as needed in development of CIPs. During the year, authorizes expenditures from these budgets and monitors their status.
- Monitors all Departmental budgets.
- Serves as the responsible authority for County compliance with the Data Practices Act for all departments.
- Ensures the effective execution of County board directives, resolutions, and regulations.
- Provides recommendations concerning County operations, financial matters, labor negotiations, staffing, and related issues.

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- Serve as Clerk to Board to prepare agenda, revise and advise department head agenda items.
  - Communicate with the public, contractors, and State of Minnesota departments.
  - Represent Wadena County to other agencies.

## **Serve as Department Head for Administration**

- Review annual budgets for all departments.
- Coordinates personnel administration that includes the development of countywide personnel policies, the development of a County Compensation and Classification Plan, consistent with state and federal laws, contractual agreements with bargaining units, EEO, and Affirmative Action requirements.
- Oversees compliance with the County's personnel policies through advice and communication with department heads and the payroll clerk.
- Assists department heads in determining a field of qualified applicants for position vacancies. Assists the County Board in screening, evaluating, interviewing and selecting replacements for any appointed department head positions.
- Serves as a resource to all County employees on personnel, payroll and insurance matters.
- Supervises the County's compliance with the state's comparable worth legislation.
- Develops interdepartmental relationships to allow the Administrator to assist in the representation of departmental interests.
- Oversees and ensures complete set of job descriptions for all County positions. Assists department heads as needed in preparing upgraded descriptions. Annually, directs the process of job evaluation, reclassification requests and implementation of any changes.
- Oversees the employee performance evaluation process by department heads and prepares proper documentation of all personnel and payroll actions.
- Assists department heads in use of progressive discipline and procedures for documentation of misconduct, disciplinary action, suspension or termination consistent with the County's personnel policies.
- Maintains individual employee service records on all County employees. Supervises maintenance of personnel records by department heads.
- Coordinates the activities of the County's labor negotiating team and participates actively in labor negotiations with County employee unions.
- Reviews, researches and recommends changes in County personnel policies to the County Board. Communicates clarifications or changes in the County's personnel policies to all County employees.
- Administers the County's Compensation and Classification Plan.
- Directs the preparation of salary projections for each employee to be used by appropriate authority in development of annual budget.
- Hire, manage, discipline, and terminate employees and provide direction to department heads.
- Manage all building construction projects.
- Supervise payroll and benefits.

## **Supervisory Duties and Responsibilities**

- Manages and supervises all department appraisal and support staff including recruitment and selection, scheduling, work assignment, performance evaluation, training and counseling, performance improvement plans, discipline, and other personnel related actions.
- Delegates and monitors work assignments to ensure compliance with guidelines, statutes and department policies and procedures.
- Interprets, reviews and advises staff regarding laws and policies.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

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## Position Requirements

### Knowledge, Skills and Abilities

- Considerable knowledge of federal and state aid funding programs and methods of obtaining project approvals.
- Considerable knowledge of the union contracts and County practices, policies and procedures.
- Considerable knowledge of public administration, personnel administration, management techniques and current organizational practices.
- The ability to prepare and administer a Department budget.
- The ability to develop and implement department goals and objectives.
- The ability to plan, coordinate, direct and evaluate the work of others.
- The ability to develop and implement department policies and procedures.
- Considerable analytic ability needed to select, evaluate, and interpret data from several sources.
- Ability to formulate strategic direction in keeping with the overall organizational mission.
- Ability to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to select, train and develop competent personnel to staff the department.
- Ability to communicate effectively, orally and in writing, and have good public relations skills.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain relationships with others and regularly interact with person of influence involving considerable tact, discretion, and persuasion to negotiate important agreements.

### Education and Experience

- Four-year bachelor degree in related field.
- Seven or more years of experience along with the skills, knowledge and abilities required including progressively responsible management assignments including managing a significant amount of employees;
- Valid Minnesota Driver's License or evidence of mobility.

### Equipment and Tools

- Office equipment and technology
- County vehicle

### Physical and Mental Requirements

This job typically requires sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is prolonged exposure to computer keyboards and video screens. The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas.

The individual may encounter severe emotional strain or tension. There is sustained exposure to public contact, sitting and standing and to disagreeable seasonal conditions and/or serious injury while in and around Department equipment. There will also be some exposure to moderate lifting (up to 50 lbs.).

This position can be subject to phone calls/emergencies that require reporting to work on weekends, holidays, or in the middle of the night.

*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

### Working Conditions

Work is performed in an office environment and in the field. There is some exposure to aggressive

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animals, hostile property owners, inclement weather, temperature extremes, uneven terrain and construction sites, insects and plants. Travel is required to other facilities, agencies, meetings and training.

*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

## **Competencies Common to All County Positions**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Wadena County in a professional manner to the public, outside contacts and constituencies.