



**Meeker County
County Administrator**

NATURE OF WORK

In accordance with Minnesota Statute 375A.06, the County Administrator shall be the Administrative Head of the County. This position is responsible for the oversight and performance monitoring of all County departments and services. Responsibilities include advising the County Board on policies and procedures; strategic planning, supervisory responsibility for management within the County; leadership development; overseeing and managing county finances including facilitation of the annual and long-term budget planning process.

ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Directs, manages, and oversees non-elected Department Heads and employees to include: assigning projects and objectives; conducting performance evaluations; developing, motivating, and training; and making hiring, termination and disciplinary decisions.
2. Sets strategic direction and goals for the County; establishes broad organizational policies and procedures; works with Department Heads, staff, and other key stakeholders to implement Board policies and directives; ensures compliance with laws, regulations, policies, and procedures. Provides leadership to departments in achieving County objectives.
3. Develops and maintains relationships and serves as a liaison to internal and external agencies, including government agencies, County Commissioners, State and Federal legislatures, the public, and media; participates in a variety of meetings, committees, or related groups to communicate information on programs/services or areas of opportunity, resolve sensitive and difficult inquiries/complaints, represent the County, and facilitate County operations; negotiates and manages contracts with external parties as necessary.
4. Makes recommendations to the County Board by presenting information on policies, decisions, actions, and other material related to strategic planning. Keeps the County Board fully advised of all County-wide activities and prepares operational reports. Attends all meetings of the County Board.
5. Oversees and manages the County's finances, including operating and capital budgets; work includes preparation of a proposed annual budget and long-range capital expenditure program for consideration by the County Board; authorizing, monitoring, and negotiating purchases of equipment, contracts, suppliers, services, and salaries; and reviewing budget, contracts, and other financial data and plans.
6. Provides strategic management or policy advice to the County Board, officials, duly constituted agencies, and commissioners regarding contracts, leases, agreements, and constraints in developing policy and performing assigned tasks.
7. Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Public Administration or related field and eight years related experience, or an equivalent combination of education and experience. Master's Degree in Public Administration or related field preferred.

LICENSING REQUIREMENTS

- Must possess valid Driver's License and be able to drive in the State of Minnesota



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KNOWLEDGE REQUIREMENTS

- Leadership principles and practices including fiscal planning and control;
- County structure and governance;
- Practices and methods of coaching and leading the work of others;
- Principles and practices of developing strategies, goals, and policies;
- Techniques and methods for organizing, prioritizing, assigning and monitoring work;
- Business methods, principles and practices;
- Project management principles and practices;
- Principles and practices of program administration, coordination and management;
- Best practices, trends and emerging technologies;
- Principles and methods of qualitative and quantitative research;
- Principles and applications of critical thinking and analysis;
- Principles and practices of budget development and administration;
- Principles and practices of procurement;
- Principles and practices of group facilitation and building consensus;
- Principles and practices of conflict resolution;
- Applicable federal, state and local laws, codes, regulations;
- Customer service principles;
- Specialized equipment relevant to area of assignment;
- Modern office technology.

SKILL REQUIREMENTS

- Supervising and evaluating staff performance;
- Training and coaching staff;
- Providing direction to others in order to meet standards;
- Overseeing operations of the County;
- Developing County strategies, goals, and policies;
- Business math computations;
- Budget and expense monitoring;
- Developing and applying work standards, policies and procedures;
- Composing and maintaining basic original documents including reports, presentations, and correspondence;
- Performing basic original research, compiling and assembling data;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing customer service;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS



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Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

Incumbents may be expected to travel to external locations/organizations.

CLASSIFICATION HISTORY	
DATE	COMMENT
December, 2018	Draft prepared by GBS (EC)
July, 2020	Job Description updated and approved by County board on 7/7/20

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.