



ANOKA COUNTY
HUMAN RESOURCES

Job Title: County Administrator
Job Level: Executive
FLSA Status: Exempt
Supervisory Role: Yes
Employment Agreement: Yes
Union Status: None
Pay Grade: 46

Job Summary:

The County Administrator serves as the Chief Administrative Officer of the Anoka County Government. The County Administrator is responsible for the coordination and direction of all county divisions, departments, and units. They direct the functions of the government, develop plans, make decisions, and assure all orders, resolutions, and regulations of the County Board are executed. They advise on the overall vision and direction for Anoka County's largest, most expensive, and politically sensitive projects.

Leveling:

The County Administrator provides executive level leadership for Anoka County and is considered the lead of the Executive Leadership team and recognized as a critical decision maker for the strategy and operations of the county.

The County Administrator sets vision and direction for county initiatives and develops strategic plans and objectives for the county, approves operational policies and resource allocation decisions to ensure achievement of objectives, and has overall control of planning, staffing, budgeting, managing expense priorities, and recommending and implementing changes to methods. Erroneous decisions will have a long-term effect on the county's success.

This position is subject to an employment agreement and is appointed by and serves at the will of the Anoka County Board of Commissioners.

Duties and Responsibilities:

1. Direct the development and implementation of county projects and initiatives ensuring activities are within guidelines, budget, and expectations. Authorize local and state communications, legislature, contracts, presentations, press releases and conferences.
2. Lead independently taking considerable authoritative action and appropriate involvement in the solutions to problems and opportunities which are most significant and important to county operations.
3. Develop and maintain a relationship with and serve as an extension of the County Board serving in the best interest of the county.
4. Assist the County Board in establishing goals, budgets, policies, and procedures for the county and provide the Board with appropriate data and information concerning current or future county program activities. Research complex policy issues, recommend strategies, and move initiatives forward for County Board consideration.
5. Bring maximum attention to the Anoka County budget protecting revenue streams, mitigating costs, expanding services, and promoting efficiency.
6. Provide oversight to the Department Directors providing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
7. Direct and coordinate the management of county finances including the preparation and presentation of a proposed annual budget and a Capital Improvement Plan, including detailed estimates of revenue and expenditures.
8. Evaluate the level of service provided by County Departments and recommend changes in policy and



ANOKA COUNTY
HUMAN RESOURCES

procedure.

9. Appoint, manage, direct, evaluate and discipline appointive division managers, department heads and administrative office staff.
10. Represent the county with individuals, organizations, local, state, and federal government and the media. Communicate with state legislators and officials, metropolitan council, municipalities, school districts, chambers of commerce, and special interest community groups.

Qualifications and Requirements:

Minimum:

- Requires a bachelor's degree and at least 10 years of job-related experience
- In lieu of the required education, an equivalent combination of education and experience may be substituted on a year-for-year basis

Preferred:

- Degree in Public Administration, Business Administration, or related field
- Comprehensive knowledge of current and effective public management techniques
- Experience with budget and financial analysis
- Comprehensive knowledge of scope and responsibility of county government
- Extensive knowledge of laws, ordinances, rules, and regulations affecting county government
- Extensive experience in planning, directing, and coordinating major projects and activities
- Ability to prepare and present sensitive information, reports and testimony to a board, state legislature, or state agency

Physical Demands and Work Conditions:

- Standard office environment
- Vision abilities required by this job include close vision, distance vision, and the ability to adjust focus, such as to work on computers. Ability to see colors, shades, and brightness
- Hearing abilities required for general and phone communication, signals, and machine sounds
- Assignments are sedentary, occasionally alternating between sitting, standing, walking, crouching, and kneeling as required to perform job responsibilities. Frequent wrist and finger manipulation to complete computer work
- Occasional lifting of 10-20 lbs.
- Equipment used includes computers, phones, and standard office equipment
- Occasional travel to other county work sites as needed. Travel between work sites may require driving a county vehicle and/or a personal vehicle
- Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions

Commitment to Equal Opportunity Employment – Anoka County is committed to the principles of equal employment opportunity. It is the policy of Anoka County to recruit, hire, train and promote persons in all job titles, without regard to race, color, creed, religion, sex (including pregnancy and gender identity), national origin, marital status, genetic information, status with regard to public assistance, disability, sexual orientation, or age except where such status is a bona fide occupational qualification. It is the policy of Anoka County to make employment decisions in a manner which will further the principles of equal employment opportunity.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The above statements are intended to describe the general nature and level of work being performed by people assigned to this position at the time this job description was written. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of



ANOKA COUNTY
HUMAN RESOURCES

personnel so classified. This document does not create an employment contract, implied or otherwise, and all employees in this position are employed “at-will.”