

BAND	GRADE	SUBGRADE	WORKING CONDITION	<b>Job Description County Administrator 2021</b>

JOB TITLE <b>COUNTY ADMINISTRATOR</b>	DEPARTMENT/SECTION <b>ADMINISTRATION</b>	JOB NO.
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TITLE OF IMMEDIATE SUPERVISOR <b>COUNTY BOARD</b>
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**JOB SUMMARY**  
 In conformance with MN Statute 375A.06, the County Administrator directs and coordinates administration of the county government in accordance with policies and goals, determined by the County Board, by performing the following duties personally or through subordinate supervisors. The following essential duties and responsibilities are broken into areas of concentration.

TASK NO.	ILLUSTRATIVE TASKS	FREQUENCY	BAND/GRADE
1	<p><b>PEOPLE MANAGEMENT RESPONSIBILITIES:</b></p> <p>Manages all department heads and works closely with elected officials, providing overall direction, coordination, and evaluation of these units. Carries out these responsibilities in accordance with the organization's policies, applicable laws, and goals. Facilitates coordination of activities with state entities working with the County such as District Courts, Probation/Parole, Extension, and others.</p>	20%	
2	<p>Appoints, supervises, suspends, and removes, with the approval of the County Board, all county department heads and personnel whose appointment, suspension and/or removal is a function of the County Board.</p>	1%	
3	<p>Manages and evaluates department heads through on-going performance management, constructive feedback, and professional development plans.</p>	3%	
4	<p>Develops a strong management team among department heads to effectively meet or exceed employee and customer needs.</p> <ul style="list-style-type: none"> <li>• Ensures effective inter-and intradepartmental communication by attending and/or directing management meetings.</li> <li>• Establishes and maintains an effective system of communications throughout the organization.</li> </ul>	3%	
5	<p>Assertively manages group and interpersonal conflict situations to the point of resolution.</p>	ongoing	
6	<p>Effectively manages through appropriate delegation and direction to others to perform tasks and responsibilities.</p>	ongoing	
7	<p>Promotes positive employee relations and a team environment by facilitating an atmosphere of open communication,</p>		

	problem solving and creating a shared awareness of County goals, objectives, and current events.	ongoing	
8	Brings a focused, calming influence on crisis situations, organizing the situation and directing appropriate action.	ongoing	
	<b>QUALITY SERVICE RESPONSIBILITIES</b>		
9	Establishes current and long-range operational goals, objectives, plans, and policies subject to approval by the County Board.	5%	
10	Dispenses advice, guidance, direction, and authorization to carry out major plans, standards, and procedures, consistent with established policies and Board approval.	5%	
11	Ensures that operations are being executed in accordance with the organization's policies. Provides general supervision over all county institutions and agencies.	3%	
12	Reviews operating results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.	5%	
13	Provides appropriate information necessary for the County Board to make decisions regarding improvements of county programs, by preparing agendas and making recommendations for the direction and actions of the improvements.	5%	
14	Attends all County Board meetings, participating in discussions and making special studies and reports as requested or on own initiative.	5%	
15	Provides County Board with regular updates on all aspects of the administrator functions.	5%	
16	Follows up the actions of the County Board through correspondence, communication, observation, and assistance to ensure compliance with board decisions and policies. Providing for the execution of ordinances, resolutions, and orders of the Board.	3%	
17	Serves as the Board's legislative liaison with state and federal legislators, advising and making recommendations to the County board on the status of relevant pending legislation.	5%	
18	Serves as clerk to the County Board	5%	
19	Attends professional meetings, seminars, conferences, and training programs to maintain awareness of new developments and trends in public administrations as related to County government and provides reports to the County Board.	5%	

	<b>FINANCIAL MANAGEMENT RESPONSIBILITIES:</b>		
20	<p>Oversees the entire County financial system by directing, preparing, monitoring, and developing projections of the County operating and capital budgets. Executes operating plans and budgets in accordance with the County's philosophy by preparing and submitting recommendations for Board action.</p> <ul style="list-style-type: none"> <li>• Ensuring the adequacy and soundness of the organization's financial structure, researching, analyzing, and recommending system changes.</li> <li>• Establishes short- and long-range goals for funding sources</li> </ul>	8%	
21	<p>Monitor's department's financial performance against budget and takes appropriate actions to ensure overall budgetary compliance. Recommends amendments to the budget. Authorizes or approves departmental expenditures.</p>	4%	
22	<p>Researches public and private grant agencies and foundations to identify potential sources of funding for research, community service, or other projects.</p>	3%	
23	<p>Directs grant programs for funding.</p>	2%	
	<b>CUSTOMER SERVICE RESPONSIBILITIES</b>		
24	<p>Provides and communication with the County Board, the Public, State, Cities, Tribal Council, and other county departments to ensure questions and concerns and general information including budgets, projections, activity reports and future plans are provided.</p>	3%	
25	<p>Serves as a Public and Media Information Source, by being accessible to the media for interviews and by composing and issuing press releases.</p>	ongoing	
26	<p>Represents the County Board at meetings of local, state, and regional committees or organizations.</p>	ongoing	
27	<p>Serves as a customer service role model for the County and the department. Ensuring staff adheres to customer service principles during interactions with all customers, including co-workers, other departments, and Commissioners.</p>	ongoing	
28	<p>Provide customers with directions and guidance, is courteous and patient and resolve customer problem immediately when able.</p>	ongoing	
	<b>SAFETY RESPONSIBILITIES</b>		
29	<p>Supervises the County's safety programs to manage and minimize the risk of employee accidents and injuries. Is also the direct report to the County Emergency Manager position.</p>	2%	

30	Ensures that all injury reports are completed and submitted to the Human Resource department within 24 hours of an incident.	ongoing	
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TASK NO.	ILLUSTRATIVE TASKS	FREQUENCY	BAND/GRADE

**QUALIFICATIONS** \*Specific training or job experience required before appointment

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; Master's in public administration preferred. Four years' experience as an Administrator or 10 years in a senior Department Head / Supervisor role supervising staff. Preferably experience in County Government.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge and experience relating to the principles, practices, and techniques of public administration. Considerable knowledge of the organization and functions of County government and other local governmental units and general policies controlling their operations. Ability to exercise initiative and resourcefulness in solving problems, developing objectives, making sound independent decisions from broad comprehensive data. Ability to establish and maintain effective working relationships with other County officials, employees, civic and community groups and with the public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to read and understand financial reports.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

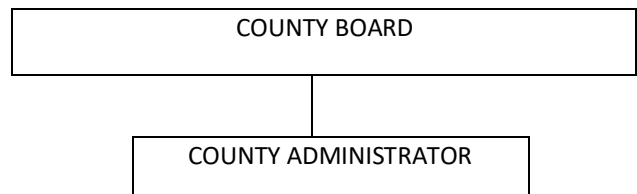
**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

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

While performing the duties of this job, the employee is frequently required to talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**ORGANIZATIONAL RELATIONSHIPS**



**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the functions of this job.

The noise level in the work environment is usually quiet.

I have read this position description and fully understand the requirements. I accept the position of County Administrator and agree to follow the requirements listed previously and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously; I also understand that the duties of this position may change at any time, according to the needs of Becker County.

I further understand that my employment is at will, and therefore understand that the County or I may terminate my employment at -will.

BOARD CHAIR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COUNTY ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_