



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: County Administrator	Department: Administration
Immediate Supervisor's Position Title: County Board	FLSA Status: Exempt
Job Summary: Under the direction of the County Board, the County Administrator serves as the chief executive officer responsible for the oversight of all County operations and supervisory responsibility for all non-elected Division Directors/Department Heads, including annual performance evaluations. Duties of the job involve researching, planning and advising the County Board regarding county-wide policies and objectives and recommendations for action; implementing Board actions and resolutions; overseeing labor negotiations, County budget development and capital improvement plans; providing direction and administrative oversight and evaluation of County non-elected Division Directors/Department Heads.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the chief administrative officer of the County and performs such representative tasks as:
 - a) Implements County Board actions and resolutions.
 - b) Ensures that the County operates in accordance with all federal, state and local laws.
 - c) Follows accepted standards and practices of public administration.
 - d) Coordinates the preparation of the County Calendar and scheduling of the County Committees as established by the Steele County Board Chairperson.
 - e) Makes hiring decisions and recommendations for Division Director/Department Head positions to the Board of Commissioners.
 - f) Provides direction to Division Directors/Department Heads and Elected Officials on administrative matters under the jurisdiction of the County Board in matters of the hiring, firing, performance management, discipline, etc. of county employees; coordination of services and collaboration between departments; the sustainment of an organizational culture that supports and enhances the County's values.
 - g) Functions as main contact for all media and serves as the spokesperson for the County as needed.
- Oversees and manages the development of the County Budget and 5 year Capital Improvement Plan for presentation, review and approval through the County Board Committee system; regular monitoring of Board approved budget.
- Advises the County Board and Committees regarding operational issues, items, concerns and recommendations.
 - a) Advises committees of any operational issues as they arise and before presentation to the County Board.
 - b) Advises the Board on proposed legislation that can have an effect on County operations.
 - c) Represents the County at various meetings.
 - d) Coordinates, collaborates and works with departments to identify innovative opportunities.
 - e) Plans, researches, formulates and recommends policies, procedures and proposals for Board consideration.
 - f) Oversees, manages and implements special projects as delegated by the Board.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other duties of a comparable level or type, as required.
 - a) Keeps abreast of changing legislation, trends and developments in areas of responsibility.
 - b) Participates, attends and/or serves on various committees, professional organizations conferences, as appropriate.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor’s Degree Required; Master’s Degree Preferred	
High school diploma or GED.		Major field of study or degree emphasis:	
1 year college		2 years college	Business, Public Administration or closely related field
3 years college	x	4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Principles, practices, and legal aspects of public administration as they relate to county government. • Budget preparation, presentation, and analysis. • Local and state political processes. • Governmental accounting and reporting and the relationships of local, state, and federal funding. • Principles and practices of supervision, leadership, management, and organizational theory. • Governmental structure, laws, organization, and interdependency of levels of government. • Human resources, employee relations, intergovernmental and public relation principles, concepts, trends and approaches. 	
2nd year graduate level			
Doctoral Degree			
Required Work Experience in Addition to Formal Education/Training: Minimum of 5 years management and leadership experience in the areas of finance, personnel administration, government and public administration or closely related field.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a valid driver’s license in the State of MN.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with County Commissioners, department heads, the public, the media, representatives from other governmental units, and County employees. • Considerable oral, written, presentational skills. 	

	<ul style="list-style-type: none"> • Negotiating union agreements and managing human resource functions. • Overseeing and managing the overall financial and budgetary operations of the County. • Delegating and managing division directors/department heads in diverse programmatic areas. • Planning, developing, and implementing long range and strategic issues, procedural policies and managing the competing and conflicting resource and political considerations and needs in implementing Board directives, initiatives and resolutions. • Preparing and presenting accurate statistical and narrative reports. • Evaluating, analyzing, and critical thinking in addressing County needs and problems. • Understanding human relations, behavior and thought processes. • Communicating, implementing and enforcing departmental and County policies and practices. • Time management and organizational skills. • Communicating, motivating, persuading and directing employees and managers towards improved performance, organizational goals and behaviors that enhance the organizational objectives of the County.
--	--

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Community Services Division Director	1
2	Public Works Division Director/County Engineer	1
3	Land Use & Records Division Director	1
4	Information Technology Division Director	1
5	Director of Human Resources	1
6	Finance Division Director	1
TOTAL		6

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Elected Officials & All County Employees	Total: 328 253 Full-time 75 Part-time/ Seasonal/ Temporary
---	--

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Essential duties and responsibilities associated with the classification involve working in typical county offices and surroundings where there are minimal risks and hazards associated with performing the requirements of the work.
--	--

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
--	--------------	-------------------------------	------------------------------	---------------------------------



Stand		x		
Walk		x		
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms	x			
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear			X	
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 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.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 12/2013 by BCC. Updated 9/14 by JJ. Updated 06/17 by JJ

