

REDWOOD COUNTY

JOB DESCRIPTION

Position Title: County Administrator
Department: County Administrator
Reports to: County Board
Union: Non-Union
Status: Regular, Full-Time
FLSA: Exempt
Grade: 21
Date: March 2011

POSITION OBJECTIVE AND PURPOSE

The County Administrator is the chief administrative officer in managing the operations of various County departments, oversight of the budgetary process, human resource and risk management, research and development of programs, public relation functions, in association with the ordinances and regulations of government under the jurisdiction of the Board of County Commissioners.

The County Administrator is responsible for leading the organization and building an organizational culture that supports and implements the County goals and strategies through highly responsible professional and managerial knowledge, skills and abilities.

ESSENTIAL FUNCTIONS

Directs, organizes, plans and coordinates the financial operations of the county:

- Prepares the annual budgetary process and recommends fiscal policy to the County Board.
- Reviews departmental budgets for accuracy and oversees the monitoring of expenditures throughout the year to assure compliance with the approved budget.
- Prepares long range capital expenditure program and administers the county capital improvement plan for staffing and facility needs, working with consultants, architects and planners as needed.
- Prepares and administers State and Federal grant programs in coordination with respective county departments.
- Manages the county bid process to include advertisement, receipt and processing of quotes, bids and change orders, to ensure complete and legal records are maintained.
- Presents the final budget and conducts Truth and Taxation Hearings.
- Recommends to the County Board cost-saving measures, and impact of unusual budget requests

Directs, manages and supervises the human resource/risk management functions of the county:

- Attends County Board meetings, participates in discussions, and makes special studies and reports as requested, and on own initiative carries out the orders and policies of the Board of County Commissioners in the operation of County government.
- Leads executive management team.
- Advises department heads and employees concerning board policies, directives, and expectations.
- Directs, evaluates, monitors and coordinates with County departments to ensure implementation and compliance with policies, procedures and associated timetables.
- Coordinates and recommends departmental plans which will compliment County goals and strategies and/or problem solve those which are conflicting with County goals and strategies.
- Serves as HR and Labor Relations Manager, responsible for labor unions and non-union negotiations, contracts and agreements and personnel policies.
- Investigates and resolves personnel matters or grievances, consistent with policy, to include hiring, suspending, disciplinary actions, training and development.
- Supervises process for compensation and classifications, reviews and recommends salary schedules for union and non-union employees to Board.
- Supervises process, reviews and recommends proposals for county employee benefit programs including health, dental, life, disability insurance, county liability and general insurance.
- Ensures building security, safety, maintenance and compliance with OSHA and any/all other related laws and regulations.
- Provides supervisory direction to staff services such as county administration, general accounting, human resources, purchasing, information technology services, public information, property and building management.
- Directs, evaluates and monitors non-elected department heads and supervisory staff to ensure compliance with Board policies, procedures and work duties and responsibilities to include annual performance appraisals.

Directs, manages and represents the County Board internally and externally

- Administers any or all of the affairs of the county which the County Board has authority to control and delegate.
- Serves as advisor to the Board concerning County matters.
- Coordinates and directs preparation and timely dissemination of Board materials. Ensures compliant recording, filing and maintenance of official records.
- Serves as Clerk of Board meetings, or directs administration staff representation in absence.
- Represents, as County liaison, to resolve problems, negotiate shared service contracts, plan for future needs and responds and/or, directs to appropriate party, any public inquiries.

- Represents the Board at public, civic and news media events with information regarding county business and acts as liaison between County Board, county employees, and public.
- Coordinates with staff to research, present, organize and brief the County Board on issues requiring Board adoption, through work sessions and information packets.
- Ensures that self and staff keep current on statutes and regulations affecting county from local, state and federal agencies.
- Serves as voting delegate to the Association of Minnesota Counties.
- Represents County at district, regional, or state County Administrator meetings or any other specific meetings as directed by County Board

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

OTHER RESPONSIBILITIES

- Performs other work related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION

Bachelor's degree in public administration, regional planning, business administration or related area. Additional accounting course work preferred.

EXPERIENCE AND SKILLS REQUIRED

At least four years of recent, progressive, related public and/or business administration experience. To perform this job successfully, an individual must be able to satisfactorily demonstrate the essential management functions of leadership, planning, organizing, budgeting, supervising, staffing, and evaluation of programs and services. The requirements listed below are representative of a successful County Administrator:

- Comprehensive knowledge of principles and practices of public administration as applied to County government
- Comprehensive knowledge of local government finance practices, budgeting and accounting
- Comprehensive knowledge of effective management practices and leadership qualities
- Demonstrated ability to direct, supervise, delegate and motivate others within a work team
- Demonstrated ability to provide concise and consistent communication, written or verbal, in a professional, fair and timely manner
- Demonstrated ability to establish and maintain positive effective working relationships with employees, officials and general public.

- Demonstrated ability to define complex problems, collect data, establish facts, and draw valid conclusions for short and long term plans. Ability to interpret an extensive variety of technical instructions in mathematical diagram form and deal with several abstract and concrete variables

The qualifications listed above are guidelines. Other combinations of education and experience could provide necessary knowledge, skills and abilities to perform this job.

WORKING CONDITIONS AND ENVIRONMENT

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 travel, public contacts, sitting, computer keyboards and video screens. There is also exposure to moderate lifting (up to 40 pounds).