



**MAHNOMEN COUNTY  
JOB DESCRIPTION**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> County Administrator	<b>Department:</b> Administration
<b>Immediate Supervisor's Position Title:</b> Mahnomen County Board of Commissioners	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b> Responsible for overseeing and managing the operations, functions and personnel of the County and involves administering the County's mission and programs, including planning, organizing, developing, implementing, budgeting, coordinating and directing. This position serves as the agent of the Board and carries the primary responsibility for employee relations.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Clerk to the Board**

- Organizes and directs the preparation of the agenda for regular and special meetings of the County Board. Oversees preparation of minutes and necessary correspondence relating to functions of the County Board.
- Attends all County Board meetings.
- Participates in discussions and making special studies and reports.
- Assists the County Board in the development of policies for the operation of County government.
- Ensures that all orders, resolutions and regulations of the County Board are faithfully executed.
- Encourages and allows access of all Department Heads to the County Board.
- Performs legislative tracking and lobbying. Carries the County message to area legislators and state commissioners.
- Responsible for facilitation of strategic and long-range planning for the County.

**Human Resources Management**

- Maintains a positive and standardized employee recruitment program.
- Oversees labor relations activities to ensure the effective resolution of labor agreements within budgeted guidelines, consistent with effective business operations and in compliance with PELRA.
- Designs personnel forms and directs the maintenance of personnel records by all departments.
- Serves as EEO specialist.
- Proposes, publishes and administers personnel policies.
- Administers job classification system, which includes classifying and reclassifying positions, writing job descriptions and pay scales. Conducts wage and salary surveys.
- Oversees the acceptance of all county applications and works with applicants and department heads.
- Oversees processing of all new employees and orientation process.
- Authorizes all payroll transactions.

- Develops county compensation plans for County Board approval.
- Provides public information such as verifying employment.
- Coordinates grievance panel nominations, hearings, and activities.
- Responsible for non-union and union labor relations.
- Monitors unemployment claims and assists departments with appeals.
- Monitors workers' compensation claims and coordinates between employee and insurance carrier.
- Responsible for benefit administration and pay equity reporting.
- Reviews, develops, interprets, implements and maintains County Employee policies. Maintains the coordination of countywide safety program.

### **Budget and Financial Planning**

- As per MN Statute 375A.06 Sub. 4 (e) the Administrator shall prepare and submit to the county board a proposed annual budget and long-range capital expenditure program for such period as the county board may direct, each of which shall include detailed estimates of revenue and expenditures and enforce the provisions of the budget when adopted by the county board. Preparation of the annual budget will be done in conjunction with the County Auditor/Treasurer.
- Enforces adopted budget as directed by the County Board and reports on the financial condition of the County including the status of major projects and programs.
- Oversees purchases as per County policy.
- Responsible for Capital Improvement Planning.
- Reviews and recommends modifications and conducts studies for changes for Joint Powers and Contract Management.
- Submits to the County Board recommendations concerning the affairs of the county, its future financial needs, and its offices, departments and agencies.

### **Department Management**

- Provides direction to Department Heads regarding the County's goals and objectives.
- Conducts annual performance reviews of Department Heads and manages ongoing performance management efforts.
- Chairs the Department Head Meetings and Safety Meetings.
- Investigates the County's position as it pertains to special legislative actions and recommends options available to the County Board.
- Directs the establishment of a purchasing system and coordinates its availability and use by departments.
- Develops and supervises the maintenance of internal and external communication, data processing, property management, public information and risk management functions and services as directed by the County Board.
- Serves as county's Data Practices Compliance officer.
- Serves as contact for the Minnesota Counties Insurance Trust (MCIT) for property/casualty and workers compensation insurance; oversee proper submission of claims; routes correspondence to affected parties in claims resolution; participates in subrogation efforts of MCIT; attends MCIT training sessions.
- Oversees the maintenance and operation of County buildings and administers related contracts and lease agreements for rental facilities.
- Attends professional meetings and keeps abreast of new developments affecting County government operations and management.
- Responsible for organizational and department reviews for staffing and duties.

- Performs other duties as assigned or apparent.
- Expected to perform and meet all County core competencies.

### 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:**

**Minimum Education & Work Experience Requirements:**

Minimum of bachelor's degree with Human Resources, Public Administration, Personnel Management or related field and at least 5 years of experience; or equivalent combination of education, training and experience which provides the requisite knowledge and abilities for this position.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Requires a valid driver's license in the State of MN.
<b>ESSENTIAL KNOWLEDGE REQUIRED TO PERFORM THE WORK</b>	<b>Knowledge of:</b> <ul style="list-style-type: none"> <li>• Extensive knowledge of the best practices, methods and techniques for effective public administration.</li> <li>• Knowledge of government operations including legislative process, tax structure, governmental relationships and funding mechanisms.</li> <li>• Considerable knowledge of local government organizational systems and structures.</li> <li>• Working knowledge of local government finance practices including budgeting, cash management, investments and internal controls.</li> <li>• Thorough knowledge of the laws, ordinances and regulations underlying Minnesota County government.</li> <li>• Knowledge of insurance and benefits administration procedures and processes.</li> <li>• Human resource fundamentals and administration.</li> </ul>
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled In:</b> <ul style="list-style-type: none"> <li>• Effective communication skills, both oral and written, and strong positive public relations skills.</li> <li>• Considerable people skills in building and sustaining coalitions and effective working relationships with employee groups, elected and public officials, public and private agencies, other local units of government, and the general public.</li> <li>• The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.</li> <li>• Ability to formulate strategic direction in keeping with the overall organizational mission, with broad guidance/governance and provide overall guidance to management.</li> <li>• Organizational and time management skills.</li> </ul>

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

<b>Physical Activities</b>	<b>Amount of Time Spent</b>				<b>Amount of Time Spent</b>				
	<b>None</b>	<b>1/3 Less</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>	<b>Lifting/Forcing Exerting</b>	<b>None</b>	<b>1/3 Less</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		x			Up to 10 lbs				x

Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle, feel, type/Data Entry, and handwriting				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X				Close Vision				X
Talk or hear			X		Distance Vision		X		
Taste or smell	X				Color Vision		X		

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

**Light Work:**

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties of the job are primarily administrative and supervisory in nature performed in a typical County office. While the incumbent may be subject occasionally to irate or angry citizens making the job less than desirable, the physical and environmental hazards and risks associated with the job can be characterized as minimal.</p>
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**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

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

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**Department Head's Signature**

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**Date**

**Classification History:**

Prepared by DDA 2022