



**KANDIYOHI COUNTY**  
**County Administrator**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
E	9	2	Exempt
<b>CLASS SUMMARY:</b> The fifth level of the Management Series is responsible for the oversight and performance monitoring of all County departments and services. Responsibilities include advising county board; supervisory responsibility for all appointed leaders; strategic planning; leadership development; overseeing and managing county finances including facilitation of the annual and long-term budget planning process.			

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	
1.	Oversees and monitors the performance of all County departments and services by providing overall direction and leadership to all county staff, directly or through subordinate managers and supervisors, which may include: assigning projects and objectives; conducting performance evaluations; developing, motivating, coaching, and training employees and appointed leaders; and making hiring, termination and disciplinary decisions <b>(E9)</b>
2.	Sets strategic direction and goals for the County; establishes broad organizational policies and procedures; works with department heads, managers, coordinators, and other key stakeholders to implement Board policies and directives; ensures compliance with laws, regulations, policies, and procedures <b>(E8)</b>
3.	Develops and maintains relationships and serves as a liaison to internal and external agencies, including government agencies, county commissioners, State and Federal legislatures, the public, and media; participates in a variety of meetings, committees, or related groups to communicate information on programs/services or areas of opportunity, resolve sensitive and difficult inquiries/complaints, represent the County, and facilitate County operations; negotiates and manages contracts with external parties as necessary <b>(E8)</b>
4.	Makes recommendations to the County Board by presenting information on policies, decisions, actions, and other material related to strategic planning <b>(E8)</b>
5.	Oversees and inspects County facilities to ensure efficiency of overall county operations and compliance with Federal, State, and local laws and regulations <b>(E8)</b>
6.	Oversees and manages the County's finances, including operating and capital budgets; work may involve facilitating the annual and long-term budget planning process; authorizing, monitoring, and negotiating purchases of equipment, contracts, suppliers, services, and salaries; and reviewing budget, contracts, and other financial data and plans <b>(E8)</b>
7.	Performs other duties of a similar nature or level. <b>(N/B)</b>
This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.	

<b>TRAINING AND EXPERIENCE:</b> Bachelor's degree in Public Administration or related field; 8 years related experience; or an equivalent combination of education and experience.
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<b>LICENSING REQUIREMENTS:</b> None
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**KNOWLEDGE:**

- Managerial principles;
- Leadership principles;
- Advanced public administration principles and practices;
- Program development and administration principles and practices;
- Applicable local, State and Federal laws, rules, regulations, codes, and/or statutes;
- Financial accounting principles;
- Budgeting principles;
- Strategic planning principles;
- Program development and implementation principles;
- Computers and related software applications.

**SKILLS:**

- Providing leadership to staff;
- Delegating and prioritizing work;
- Setting goals;
- Developing and implementing strategies;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing and administering budgets;
- Interpreting and applying applicable laws, rules, and regulations;
- Monitoring legal and regulatory changes;
- Mediating conflict;
- Using a computer and related software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

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. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.