



CLASSIFICATION NO. 001  
Revised: 1/93  
FLSA: Exempt  
EEO: 1

## **COUNTY ADMINISTRATOR**

### **CLASS CHARACTERISTICS**

Under policy direction, to direct the management and administration of the County government; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The County Administrator manages the activities of the County by implementing the policies and goals of the Board of County Commissioners. The incumbent is responsible for coordinating operations between independent departments, county service districts and statutory entities, and for providing advice and policy recommendations to the Board. The County Administrator oversees appointed department, district and entity directors and assists in the development of plans and objectives that support County goals.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Directs and coordinates the overall management of County Government in accordance with policies set by the Board of County Commissioners, local commissions and statutes; acts as liaison between the Board, departments, elected officials, the public, and federal, state and local government agencies.
2. Prepares and recommends annual and long range strategic plans for the operation of the County; develops policy options for Board consideration; implements operating policies and procedures to carry out Board objectives.
3. Reviews proposed budgets submitted by all County departments, service districts and statutory entities; directs the preparation of a final budget for consideration by the budget committees of the Board of County Commissioners and service district and entity boards; forecasts and monitors revenues and expenditures.
4. Prepares for the future development of County areas to provide for population growth and expansion of public services; directs studies and projects to achieve increased economy and efficiency in County government.
5. Ensures coordination and cooperation between County departments, service districts and statutory entities; facilitates interdepartmental communication and problem solving; encourages County-wide consensus on the elimination of service duplication.

6. Maintains communication with other government agencies; participates in the development of intergovernmental programs and projects; assists in the resolution of intergovernmental problems and issues.
7. Directs the development of a County-wide public relations and information program; oversees and participates in program activities and events; responds to complaints and inquiries from the news media, the public and County employees.
8. Consults with the Board of County Commissioners on the hiring and dismissal of appointed department, service district and statutory entity directors; evaluates, disciplines and directs directors in accordance with Board policies and applicable legal requirements.
9. Directs the daily operations of the Board office; hires and supervises professional and administrative support staff to provide quality service to citizens and County staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

### **REQUIRED KNOWLEDGE AND SKILLS**

Considerable knowledge of: Principles, methods and techniques of public administration, including public policy and decision making, budget preparation and administration, and personnel management; participative management theories; principles of community organization and citizen involvement; principles and techniques of group dynamics and group decision-making; organization and function of County departments, service districts and agencies; applicable federal, state and local statutes, rules and regulations; government funding sources and financing methods; labor relations procedures and practices; federal, state and local government operating methods and procedures; techniques of mediation, negotiation and public relations; principles of contract preparation, negotiation and administration.

Skill to: Communicate effectively, both orally and in writing; analyze complex problems and recommend alternative solutions; prepare and implement short and long range strategic plans, including considerations of budgetary and public impact; interpret and explain County policies, procedures, rules and regulations; oversee activities of department, service district and statutory entity directors to ensure conformance with established policies and procedures; direct the preparation, presentation and implementation of balanced County-wide budgets; develop and maintain cooperative team efforts to design and adopt County-wide policies and procedures; apply problem solving methods and techniques to resolve organizational and interdepartmental issues; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with government agencies, elected officials, County employees and the public; supervise, train, motivate and evaluate assigned staff.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of nine (9) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

**PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 8/18