

WORKING TITLE: COUNTY ADMINISTRATOR	CLASSIFICATION: COUNTY ADMINISTRATOR
DEPARTMENT: ADMINISTRATIVE SERVICES	DIVISION: ADMINISTRATIVE SERVICES
PAY RANGE: DOE	FLSA CATEGORY: EXECUTIVE/EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JANUARY 2018

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

The County Administrator is one of two positions appointed by the Board of Commissioners; County Counsel is the other appointed position. The County Administrator manages County operations by directing and coordinating activities consistent with established goals, objectives, and policies, as directed by the Board of Commissioners (Board). Leads and supervises County department heads and reviews results of operations. Provides direction and structure for operating units and delegates authority to subordinates. Assists the Board to develop primary goals, operating plans, policies, and short and long-range objectives for the County. Supervises County budget development, and determines appropriate action plans to meet the directives of the Board. Represents the Board in labor negotiations, to the community, and other government agencies.

SUPERVISION RECEIVED:

Works under the general direction of the Board, which provides policy and administrative direction and reviews performance.

SUPERVISION EXERCISED:

Supervises the Deputy County Administrator, department directors and managers, and professional, administrative and executive staff, excluding County Counsel.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Directs and coordinates the operations of the County under the authority of the Board of Commissioners.
- Performs executive management duties, strategic and operational planning, and administrative work in assisting and supporting County government.
- Implements directives, policies and major initiatives at the request of the Board.
- Works in collaboration with department heads, County Counsel and elected officials.
- Assists the Board in decision-making processes, information gathering, policy development and review.
- Serves as final resource and authority for specific assignments, policy implementation, guidelines and procedures.

- Directs and manages department directors and assigned staff to assure alignment with Board of Commissioners priorities.
- Develops annual performance expectations and prepares performance evaluations of department heads, division managers and other professional staff.
- Facilitates the communication and decision-making process between departments and the Board of Commissioners.
- Ensures that information provided to the Board is professional and presented in a manner that facilitates executive decisions.
- Conducts special studies and assignments at the request of the Board.
- Prepares and presents written reports with recommendations for action as required.
- Oversees preparation of the county budget.
- Provides financial advice and decisions based on the directives of the Board and in accordance with the adopted budget.
- Reviews and analyzes department budget requests.
- Oversees the development and administration of policies, procedures, goals and objectives.
- Works with the Finance Manager to prepare and present periodic reports regarding department and overall county financial status, and to present the County's proposed annual operating budget to the Board of Commissioners.
- Facilitates and maintains intergovernmental communication and coordination.
- Participates in programs and processes which result in efficiencies and effectiveness.
- Assists with resolutions of intergovernmental issues.
- Prepares for the future development of the County.
- Works under the direction of the Board and in conjunction with department leaders to facilitate long range and strategic planning to sustain the objectives of the County and to improve organizational effectiveness
- Oversees labor negotiations in conjunction with County Counsel.

JOB SPECIFICATION

KNOWLEDGE OF:

- Practices, principles and procedures of public administration, including governmental procurement, financial management, public budgeting, organizational development, public meetings and records, governmental ethics and labor relations.
- Principles and practices of organization, strategic planning, administration, public budgeting, personnel administration.
- County government organization and functions.
- Public sector personnel policies, labor agreements and administrative procedures.
- Public employee collective bargaining including scope of representation, contract compliance and managing an organization in a public sector union environment.
- Supervisory and management principles and practices.

SKILL IN:

- Developing and maintaining professional relationships, coaching, and team-building.
- Communicating effectively, both orally and in writing,
- Negotiating and exchanging ideas, information, and opinions with others to formulate

policies and programs and/or arrive jointly at decisions, conclusions, or solutions.

- Identifying administrative needs and setting objectives to accomplish relevant results.
- Organizing objectives.
- Delegating responsibility.
- Training and evaluating subordinate performance.
- Managing and coordinating business services in a diverse and decentralized environment.
- Anticipating, planning, organizing, and managing change.

ABILITY TO:

- Develop and implement policies and procedures.
- Prepare clear and concise reports.
- Maintain confidentiality.
- Establish and maintain effective working relationships with elected and appointed officials, subordinates and other county employees, representatives of other governmental agencies, employee representatives, and the general public.
- Plan, organize, and supervise work of subordinates.
- Interact effectively with the Board.
- Analyze complex data, problems, situations, practices, or procedures to define the problem or objective to identify relevant concerns or factors and facilitate logical and objective conclusions.
- Translate program needs into budget form.
- Plan, organize, and oversee assigned work programs and analyze/evaluate operations and develop and implement corrective action to resolve problems.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management, and record keeping programs.

MINIMUM EXPERIENCE AND TRAINING:

Master's degree in Public Administration, Business Administration or a related field. Eight years of professional, progressively responsible experience in senior level administrative, managerial or supervisory capacity including experience in budget preparation and management, personnel administration and program development, implementation and management. Any satisfactory combination of education, experience, and training may be substituted for the above. Public sector experience preferred.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

This position works in the community and an office environment, and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typically that of an office. Work also involves travel within the county and to

other locations for meetings. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.