



Job Title: County Administrator
Department: Council
Pay Grade: 120
Full Time

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Summary

Given broad objectives, executes/implements all policies and directives of the County Council and provides assistance with all phases of related operations. Serves as the Chief Administrative Officer for all County departments and personnel. Is responsible for the control and proper management of operational agencies and administrative activities of the County Government. Supervises expenditures of appropriated funds, ensures compliance with authority requirements, performs planning and management research, conducts personnel administration, directs media relations, and performs other administrative functions. Reports to the County Council.

Essential Functions

- Executes/implements Council policies and directives; performs follow-up communications to Council meetings; establishes and monitors implementation of procedures, orders, ordinances, policy, etc., and ensures that all associated legal requirements are met.
- Directs and coordinates operational agencies and the administrative activities of County Government which includes all departments under jurisdiction of the Council, and advisory boards.
- Represents Council in dealing with elected/appointed officials to obtain compliance with general policies and procedures and to prepare reports, budgets, etc.
- Communicates and interacts with citizens, special interest groups, regulatory agency personnel, attorneys, business and civic groups, press/media, sales representatives, and numerous others as necessary to direct, plan, monitor, control and review activities; performs field inspections, investigations, discussions.
- Supervises the expenditure of appropriated funds; monitors and performs purchasing activities; reviews financial reports, checks and vouchers, and monitors financial transactions; audits compliance activities.
- Prepares the annual operating and capital budgets which involves the budget message and package preparation, performing budget needs research, evaluating department and agency requests, communicating approved budget and expenditure conditions/procedures, and making recommendations to Council.



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- Prepares ordinances, needs analysis, and status reports on financial/administrative activities.
- Administers various personnel related functions as policies/procedures development, classification and salary program development, benefits planning, and related research; interprets and implements all policy and procedure of mentioned programs and activities.
- Conducts administrative duties to include planning and management research, attending meetings and seminars, monitoring and approving grant projects, ensuring compliance with regulatory authority requirements, attending to legal matters including contracts and litigation, monitoring and promoting safety/security of County facilities, conducting staff meetings, directing media relations and releasing information to same, researching and verifying public right-of-way's, etc.
- Prepares for and attends formal meetings with County Council, Committees, Boards, and Commissions; obtains information, answers questions, provides assistance, etc.
- Provides administrative support to the Planning Commission; explains development policies and procedures, prepares and performs follow-up regarding Planning Commission matters, and coordinates special projects, i.e. ordinance amendments, street naming, E911 system, road/community development plans.
- Provides supervision to all County departments under the control of Council (non-elected/appointed department heads) and personnel as required to include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, disciplining/discharging employees, selecting new employees, and recommending appropriate salary increases. Delegates to department head such authority with respect to subordinates as appropriate.

Qualifications

A Bachelor's degree (Master's preferred) in Business Administration, Public Administration or other related field or a minimum of seven years of progressively responsible management experience, preferably with a combination of backgrounds in local government and private industry.

Requirements

- Ability to:
 - Compare and or judge the readily observable functional, structural, or compositional characteristics {whether similar to or divergent from obvious standards} of data, people, or things.
 - Speak and/or signal to people to convey or exchange information. Includes the receiving of information and instructions from the supervisor.
 - Read a variety of documents and reports. Requires the ability to prepare documents and reports, using the proper format, punctuation, spelling and grammar.
- Communicate with co-workers, court officials, attorneys, probation office personnel, police department personnel and the general public, etc. with poise, voice control, and confidence.



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- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.
- Demonstrate a professional attitude and ability.
- Valid driver's license and normal risk insurability. Must provide their own transportation.

Physical and Environmental Conditions

- Must be physically able to operate a variety of automated office and other machines including computer, copier, fax machine, overhead projector, etc.
- Must be physically able to exert up to twenty-five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Position involves mostly sedentary work, but may require walking, standing, reaching, stooping, etc. for brief periods of time.
- Must be able to lift and/or carry weights of approximately fifty pounds.

Performance Indicators

Knowledge of Job: Has general knowledge of the practices, principles, policies and procedures of the department pertaining to the specific duties of the position. Is able to coordinate and work well with others. Has the ability to interact and communicate with a variety of individuals and groups including customers, co-workers, supervisors, etc. in an effective and efficient manner. Has the ability to use and apply independent judgment and discretion to perform tasks in routine and non-routine situations. Has the ability to learn and apply new skills needed to promote efficient completion of duties. Have good organizational and human relations skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high-quality communication and interaction with all County departments and divisions, co-workers and the public.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County.



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Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Equal Employment Opportunity (EEO)

Dillon County does not discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy and related conditions, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.