

County Administration

County Administrator

Dept/Div: *County Administration*

FLSA Status: *Exempt*

General Definition of Work

Performs complex executive work planning, administering and monitoring the activities of county government staff and operations, creating and facilitating the budget, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Commissioners. Occasional supervision is exercised over all department head staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. The below listed statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Essential Functions

Prepares the budget and serves on the budget committee; monitors funds and directs the county's financial function.

Participates with the county board to create a vision and strategic plan for the county.

Serves as the clerk of the county board and attends meetings; maintains records of official board proceedings, resolutions and other official records for the county. Organize and oversee the preparation of Board agenda and minutes.

Monitors and communicates any federal, state, and local government administrative, legislative, and judicial developments that may affect County operations to the Board, department directors, employees, and the public.

Provides for the execution of ordinances, resolutions, other orders of the board and laws of the state required to be enforced through the county board.

Coordinates capital projects and improvements including bond sales. In conjunction with the County Auditor-Treasurer and Finance Director, oversees and manages the development of the County 5-year Capital Improvement Plan for presentation, review and approval through the County Board.

Serves as the county board liaison.

Serves as the county EDA coordinator, safety coordinator, ADA coordinator, data practices and affirmative action officer.

Administers county directives not specifically assigned by statute to the elected officials.

Oversees activities of all the department head staff; sign timecards of designated staff; performs annual performance evaluations of non-elected department heads, and leads department head meetings.

Participates in various meetings, committees and conferences as a representative of the county.

Manage MCIT insurance carrier to file liability claims, risk assessment, EDP, and maintenance of coverage document.

Serves on various committees within the County.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; thorough knowledge of the laws, ordinances and regulations governing county government; thorough knowledge of local, state and federal standards, rules, laws, ordinances and policies pertaining to general government operations and specific construction laws or statutes; thorough knowledge of engineering manuals; thorough knowledge of survey data; thorough knowledge of legal property descriptions; thorough knowledge of project proposals; thorough skill composing project pay estimates; comprehensive skill using standard office equipment and applicable hardware and software; thorough skill composing project proposals; general skill completing standard business correspondence; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate with employees and the general public; ability to write clear and concise reports, memoranda, directives and letters; ability to react to issues as they arise and deal with them in an efficient and timely manner; ability to plan and direct the work of a large workforce; ability to apply and understand governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with department heads, elected officials and the general public.

Education and Experience

Bachelor's degree in public administration, or related field and extensive experience working as a department head in local government, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires repetitive motions and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: January 12, 2021