

# JOB DESCRIPTION

## County Administrator

### POSITION INFORMATION

<b>Job Number:</b>	618	<b>Union Status:</b>	Non-Rep
<b>Department:</b>	County Administration	<b>Classification Status:</b>	Full Time
<b>Division:</b>	N/A	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Board of Commissioners (BOC)	<b>Pay Range:</b>	26
<b>Working Title(s):</b>	County Administrator (CA)		
<b>Date Revised:</b>	03/31/2021	<b>EEO Code:</b>	1

### JOB SUMMARY

*Your job in the department is to . . .*

Manage County operations by directing and coordinating activities consistent with established goals, objectives, and policies, as directed by the BOC. The CA is responsible for implementing BOC policy, managing County operations, overseeing of the County's annual budget, and coordinating with department directors and elected officials. The person in this position will advise, assist, and act as agent (of the County) as directed by the BOC. The CA has responsibility and authority to assure County functions are carried out efficiently and effectively.

### DUTIES & RESPONSIBILITIES

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

*For each function, indicate the frequency each function is performed (D=Daily, W=Weekly, M=Monthly, Q=Quarterly, AN=As Needed). Estimate the distribution of total working time on an **annual** basis using percentages of not less than 5%. Total percentage of time must add up to 100%. (Add rows as needed)*

**Number of Job Functions: 5**

JOB FUNCTIONS	FREQUENCY	ANNUAL % OF TIME
<b>County Operations:</b> <ul style="list-style-type: none"> <li>Coordinate with department directors and elected officials. Manage and direct assigned staff to assure alignment with BOC's priorities.</li> <li>Explore, evaluate, and implement strategic opportunities to improve organizational effectiveness.</li> <li>Establish standards and performance measures for county organizational improvement.</li> <li>Responsible for all aspects of County Administration staff management (in consultation with the BOC), such as hiring, establishing goals, performance evaluations, corrective actions, and dismissals.</li> <li>Facilitate interdepartmental collaboration, integration, and communication.</li> <li>Oversee the development and administration of policies, procedures, programs, goals and objectives.</li> <li>Oversee labor negotiations.</li> </ul>	Click here to enter text.	55%
<b>Policy:</b> <ul style="list-style-type: none"> <li>Advise on and implement BOC's strategic planning, policy and program priorities, and objectives. Initiate and oversee implementation of County-wide strategic planning activities.</li> <li>Research, analyze, and report on state and federal legislative developments and concepts as directed by the BOC.</li> </ul>	Click here to enter text.	20%

<b>Finance and Budget:</b> <ul style="list-style-type: none"> <li>Oversee the development and management of the County budget in coordination with the Management Team and the Budget Officer to meet established goals and to assure the effective and proper use of budgeted funds.</li> </ul>	Click here to enter text.	10%
<b>Provide staff support to BOC:</b> <ul style="list-style-type: none"> <li>Assure BOC is fully informed on County activities, current issues, and initiatives.</li> <li>Manage special projects, as assigned.</li> <li>As directed by the BOC, represent the County to employee organizations, external partners, the community, and stakeholders.</li> <li>Seek opportunities to collaborate and foster high quality relationships and professional networks.</li> </ul>	Click here to enter text.	10%
<b>Other duties as assigned.</b>	Click here to enter text.	5%

**SUPERVISORY RESPONSIBILITY (DROPDOWN)**

5 - General administration of a large unit where the nature of the managerial work involves providing general direction for other supervisory personnel. Substantial responsibility for budgeting, purchasing, regulatory compliance, staffing, and discipline.

**KNOWLEDGE, SKILLS AND/OR ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required knowledge, skills and/or abilities are listed below:

**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, and personnel administration.
- County government organization and functions.
- Public sector funding, including grant procurement and administration.
- 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 or ability to:**

- Negotiate and exchange ideas, information, and opinions with others to formulate County policies and programs and/or arrive jointly at decisions, conclusions, or solutions.
- Identify administrative needs and set objectives to accomplish relevant results.
- Organize objectives, develop and implement policies and procedures including preparing clear and concise reports.
- Delegate responsibility.
- Train and evaluate performance of County Administration staff.
- Manage and coordinate business services in a diverse and decentralized environment.
- Anticipate, plan, organize, and manage change.
- Convey information, ideas, and facts both orally and in writing to supervisors, colleagues, and individuals, inside and outside the County, using language and a format the audience will best understand.
- Utilize computers and other technology to communicate in written and verbal forms (e.g., word processing, texts, emails, spreadsheets, department-specific software).
- Effectively relate well with others, including supervisors, colleagues, and individuals inside and outside the county. Exhibit a professional manner in dealing with others and working to maintain constructive working relationships.
- Take personal responsibility for the quality and timeliness of work. Show up to work on time, and follow instructions, policies, and procedures. Meet productivity standards, deadlines, and work schedules.

**MINIMUM QUALIFICATIONS**

Indicate the MINIMUM educational level required and the number of years of relevant experience required to perform the duties of the position.

**Minimum Education Level (DROPDOWN)**

3 - Bachelors (if specific fields, list below)

**Specifics:** In public administration or related field.

### **Minimum Experience Level (DROPDOWN)**

Six years plus (if in specific skills/fields, list below)

**Specifics:** Eight to ten (8-10) years of progressively responsible experience in a senior management or administrative capacity in public sector, a combination of public/private employment, involving responsibility for planning, organizing, and execution of varied work programs. Eight to ten (8-10) years of executive leadership experience supervising staff in the public sector.

**Substitution Note:** Any satisfactory combination of education, experience, and training may be substituted for the above.

### **Certifications (DROPDOWN)**

None required

**Specifics:** N /A

### **Driver's License (DROPDOWN)**

Oregon Driver's License required

**Specifics:** Ability to secure and maintain a driver's license valid in the state of Oregon within 30 days of appointment.

### **Other Licenses (DROPDOWN)**

None required

**Specifics:** N/A

### **Desirable Qualifications:**

Master's degree desirable Public sector experience preferred.

## **WORKING CONDITIONS**

**Job Conditions:** This position works in the community and an office environment. Will frequently require more than 40 hours of work per week, on-call and evening meetings.

**Work Location:** Lincoln County (*default unless specific location only*) [Click or tap here to enter text.](#)

**Travel:** Work involves travel within the county and to other locations for meetings.

## **PHYSICAL DEMANDS**

The physical demands are typical 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.

Physical capability to handle high mobility demands and complex personal interactions.

- **Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.
- **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents. Some tasks may be performed with exposure to violence, disease, or pathogenic substances.

## **REASONABLE ACCOMMODATIONS**

Lincoln County is committed to providing reasonable accommodations as required by the Americans with Disabilities Act (ADA). This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and essential functions expected of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

## **APPROVALS**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Personnel Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

