



POSITION DESCRIPTION

Title: County Administrator		Department: Support Services
Affiliation: Non-Rep Exempt At -will	Job Class: 1156	Reports to: Board of County Commissioners
Salary Range: 47	Risk Class: 5306	Supervises/Directs: Budget and Finance Manager, Central Services Manager, Human Resources Administrator, WSU, Office of Public Defense, Public Works Director, Community Development Director
BOCC Approval Date:		Human Resources Approval Date:

POSITION SUMMARY:

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The successful candidate must be able to perform all essential functions. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicant must have proof of eligibility to work in the United States.

EDUCATION, EXPERIENCE AND LICENSES/CERTIFICATIONS (IF NEEDED)

- Bachelor's degree in political science, public administration, business administration, finance, or a related field.
- Ten years progressive supervisory and management-level experience with most recent experience as a Department/Agency Director, City or County Manager, or similar executive/management-level position.
- Experience in preparing, coordinating, administering, and implementing a budget process supporting a complex organization.
- Experience in developing and implementing organizational policies and procedures. Experience in dealing with elected/governing bodies of an organization.
- Experience in all labor matters including relations, negotiations, grievances, arbitrations and disciplinary hearings assisted by the Human Resources Administrator and the Budget and Finance Manager.

Desirable Qualifications:

- Master's degree in public administration, public policy, business administration or related field.
- Executive-level management experience in governmental organization.
- Budget experience governmental in nature; having a knowledge of governmental budgeting processes.
- Experience in Lean (Six Sigma) application and management.
- Lean (Sigma Six) management analysis and planning techniques.
- Understand Social Media and communication techniques

KNOWLEDGE SKILLS & ABILITIES:

- Knowledge of the federal, state, and local laws regarding the conduct of business by a County's legislative body.
- Knowledge of principles, methods and techniques of public administration, including policy and decision-making, budget preparation and administration, personnel management.
- Knowledge of participative management theories, principles of community organization and citizen involvement; principles of group dynamics and group decision-making.
- Skills to coordinate diverse groups with diverse goals and objectives into a viable organization to deliver governmental services in an efficient and effective manner.
- Skills to develop a collaborative team to achieve the goals and objectives established by the BOCC.
- Ability to communicate effectively in oral and written communications with diverse groups.

PROBLEM CHALLENGE: The work situations presented here refer to the amount of independent reasoning and judgment used to make decisions, generate ideas, or produce results. The successful applicant shall:

- Understand relationships between various diverse organizations and operations and possess the ability to recognize and drive integrated issues, both problems and opportunities that require change in several departments to create success.
- Anticipate the future requirements/needs of county government across a broad range of programs and develop long-range plans/programs to meet these requirements.
- Understand the cause-effect relationship in program development to include the budgeting process; then develop appropriate strategies. When programs are implemented or eliminated, what are the long-range effects?
- Advise the BOCC on organizational structure and the best use of full-time equivalents to accomplish goals and objectives.
- Advise the BOCC on the development and implementation of a County long-range plan. Implement plan upon adoption.
- Advise BOCC, Elected Officials, Department Heads and Supervisors in interpretation of County Policy, fiscal issues and application of County Procedures. Assist when necessary in internal investigations (except MCSO0 and participates in difficult personnel matters such as terminations or disciplinary hearings).
- Identify opportunities for improving county policy and procedures using Six Sigma techniques as assigned by the BOCC: reviews with appropriate management and staff and recommends or implements process improvements as appropriate.

PHYSICAL REQUIREMENT: The physical demands described here 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 position works in an office environment; although trips to county work sites may occur on an occasional basis.
- May lift or move up to 40 pounds.

INTERPERSONAL RELATIONS: Refers to the necessary communication skills and the diversity of individuals and groups with whom the worker will interact. The successful candidate:

- Interacts with a diverse group of people on a regular basis. These groups include Elected Officers from the federal, state and local levels; business community; environmental groups; foundations; citizens, etc.
- Communicates effectively in oral and written fashion with diverse groups and individuals.
- Must be able to retain a professional composure in tense situations or environments.
- Negotiates with diverse individuals and groups to develop teams capable of achieving organizational goals and objectives.
- Provides the leadership and management direction to Appointed Officials and Managers in achieving overall county goals and objectives.
- Represents Appointed Officials' and Managers' views to the BOCC on selected personnel issues.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is a high-stress position with potential of high burnout.
- The position requires the individual to handle multiple assignments/issues daily while performing the major job responsibilities.
- Requires working with irate individuals who are seeking relief for a perceived/real injustice.
- The position normally works in an office environment.

RESPONSIBILITY: The level of responsibility refers to the degree of accountability for the work results of self and others. This position has supervisory duties. The successful candidate will:

- Manage all appointed department heads under the jurisdiction of the BOCC.
- Answer to the BOCC for the operational efficiencies and effectiveness of Appointed Departments.
- Recommend long term plans of capital improvement with accompanying financial plans.
- Recommend to the BOCC a balanced annual county budget and exercises continuous budgetary supervision to the director of the budget.
- Supervises staff, conducts staff evaluations, trains, and provides performance counseling to the appointed Managers and Executives of County Government.
- Operates under the ethical standards established by the Revised Code of Washington.
- Designated as County ADA coordinator and County Property Manager.

ESSENTIAL FUNCTIONS: To perform this job successfully you must be able to perform the following essential functions – with or without accommodation:

- Directs and coordinates the overall administrative functions of County government per BOCC policies, procedures, goals and objectives.
- Serves as liaison between BOCC and its departments, elected officials, and other governmental entities at the local, state, federal level, and the public.
- Organizes weekly briefings between departments, elected officials and other governmental entities at the local, state, federal level, and the public.
- May act as the Public Information Officer at the direction of the BOCC.
- Develops or oversees the development of policy options on a broad range of issues.

- Develops a county wide legislative agenda to facilitate infrastructure improvement and implements a plan for community and economic development.
- Analyzes the impact of legislation on County government operations as required.
- Coordinates the County's budget process and provides budget/fiscal recommendations to the BOCC regarding the budget and county organization in coordination with the Budget and Finance Manager.
- Coordinates multiple funding sources necessary to finance different county operations in accordance with applicable RCW's and develops and identifies alternative revenue sources as necessary to include Washington State Legislative opportunities, Washington State Capital Budgets programs, Grants from RCO, Department of Commerce, Department of Housing, Public Works Board, Transportation Improvement Board, CRAB, WSDOT, Federal Pass-through, Federal Agencies, Regional Associations and any other grant revenue source available to the county.
- Coordinates the BOCC legislative process through oversight of agenda development, read ahead, staff meetings, etc. with the BOCC.
- Leads and coordinates the efforts of the BOCC's Management Team (Directors) to ensure that departments are not working at cross purposes and complying with BOCC directives.
- Leads labor collective bargaining negotiations in coordination with the Human Resources Administrator and Budget and Finance Manager,
- Creates and sustains a culture of continuous improvement.
- Maintain the confidentiality of sensitive information.
- Coordinates with other County Elected officials to ensure their operations are supported as required and develops consensus with these Offices in developing County-wide policies, procedures, etc. that may impact their operations. In addition, direct the enforcement of human resource policies and practices through a central human resources department.
- Addresses citizens' issues as required at the request or direction of the BOCC.
- Serves as a member of the County's Executive Steering Committee.
- Serves on boards, panels, commissions: attends and participates in professional meetings including community and civic groups, stays abreast of new trends and innovations in all functions and departments as directed by the BOCC as their representative.
- Performs other duties as assigned by the BOCC.

Note: The statements in this job description reflect general details as necessary to describe the principle functions of this job. The levels of knowledge, skills, and abilities are those typically required for this position and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, or to equalize peak workload periods.

Acknowledge Receipt:

Print Name

Employee Signature

DATE

A copy of the approved position description should be included in the employee personnel file.