



MORROW COUNTY JOB DESCRIPTION

Date Prepared: Jun 2015; Aug 2017; Jan 2023
Position Title: County Administrator
Department: Administration
Supervisor: Board of Commissioners

Position Summary: The County Administrator (CA) is appointed by and reports to the Board of Commissioners (BOC). The CA is responsible for implementing BOC policy, managing County operations, oversight of the County's budget, and supervisory authority over Department Directors. The person in this position will advise, assist and act as agent as directed by the BOC. The CA has responsibility and authority to assure County functions are carried out efficiently and effectively. The CA will provide leadership and administrative guidance to all elected and appointed Department Directors and processes as assigned by the BOC.

Supervisory Responsibilities: All appointed Department Directors and specific Department Heads.

Qualifications:

- Education: Bachelor's degree in Business Administration or related field, preferably supplemented by a Master's degree in Business or Public Administration or related field.
- Experience: Five years of professional, progressively responsible experience in an administrative, managerial or supervisory capacity which includes experience in budget preparation, personnel administration, and program development, implementation and management.
- Or any equivalent combination of experience, education, and training.

Skills/Abilities:

- Equipment used: Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
- Proficient with Microsoft Office, including Excel, Outlook, Word, Adobe, Zoom, and other software applications as required.

- Skill and ability to establish and maintain effective working relationships with appointed and elected Department Directors and county employees.
- Ability to make independent decisions and solve problems.
- Knowledge and ability to apply public administration theories, techniques and practices in the administration of the planning, coordination and implementation of county operations.
- The ability to explain complex issues in situations which are sometimes adversarial or controversial.
- Ability to effectively use oral and written communication in the performance of duties and responsibilities.
- Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.
- Must live in Morrow County.

Job Duties/Responsibilities:

- Administrative Functions.
 - Serve as management analyst to BOC: work directly with elected and appointed Department Directors to solve specific problems identified by the BOC.
 - Coordinate special projects at the direction of the BOC.
 - Support the BOC in the development of short-term and long-range goals for County services and finances.
 - Implement established goals by developing necessary objectives and strategies, including overseeing development of individual department plans in support of the BOC goals. Conduct necessary analyses to evaluate County performance in achieving the goals, reporting to the BOC.
 - Ensure development of individual department plans to implement County goals and objectives. Conduct necessary analyses to evaluate County performance.
 - Perform executive management level duties, which include: organizational planning, leadership and administrative work in assisting and supporting operations of the county government under the authority of the BOC and implement directives, policies and major initiatives at the request of the BOC.
 - Works in a collaborative manner with appointed and elected Department Directors on specific assignments; facilities management, team building, policy interpretation, guidelines and procedures. Provides a variety of

administrative support services for the BOC on a continuing and special request basis; assists the BOC in decision making process, information gathering, policy development and review.

- Facilitates the communication and decision making process between departments and the BOC; ensures that information provided to the BOC is professional and presented in a manner that facilitates decision making.
- Coordinates the planning efforts for the BOC, which includes establishing objectives and developing strategies, assisting the Board with developing goals and objectives.
- Participates in the development of agendas for the BOC meetings and attends BOC meetings to present information as requested.
- Represent the County to media, citizens and local organizations and groups regarding desires, questions, suggestions and complaints about County services.
- Administer foreclosed property program.
- Facilitate interdepartmental collaboration, integration, and communication.
- Serve as the County Budget Officer, working closely with the Finance Director. Ensure submission of departmental budgets and consolidation of County budget for presentation to the Budget Committee. Make appropriate recommendations to the Budget Committee regarding use of available resources. Review monthly financial reports to determine compliance to established short-term and long-range goals, as well as the effective and proper use of budgeted funds.
- Hire and supervise appointed Department Directors and assigned staff and evaluate their performance in a timely manner to assure alignment with the BOC policies and priorities.
 - Meet with appointed Department Directors to develop long-range plans and employee needs.
 - Assist with employee relations.
 - Troubleshoot with appointed Department Directors and develop plans of action.
 - First step in the grievance process.
 - Approve all Leave Requests.
 - Encourage and approve all training requests.
 - Complete annual (at a minimum) Performance Appraisals.
 - Disciplinary actions as needed.
- Serve as Liaison with Elected Officials.
 - Meet with Elected Officials to develop long-range plans and employee needs.

- Assist with employee relations.
 - Troubleshoot with Elected Officials and develop plans of action.
 - Working with Department Directors manage staffing resources across the county to meet the stated goals, including relocation/reallocation of available FTE, as needed.
 - Serve as Liaison with BOC.
 - Meet with the BOC on a regular basis to keep them apprised of events, trends and needs identified in meetings with appointed and elected Department Directors.
 - Establishes standards and performance measures for county organization improvement.
 - Oversees the development and administration of policies, procedures, programs, goals and objectives.
- Department Organization
 - Communicate with other department employees to effectively and efficiently coordinate work programs.
 - Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
 - Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.
- Performs related duties as assigned to meet business needs.

Essential Job Functions:

Working Environment: Work is performed primarily in County offices and may include travel to other county facilities or within the state for training.

Physical:

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 40 pounds occasionally.
- Occasional driving
- Regular and predictable attendance

Mental:

- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.
- Ability to work as a collaborative leader.
- Ability to think pro-actively and in anticipation of needs.
- Ability to read, write and comprehend English.
- Ability to perform basic math functions.
- Ability to comprehend complex issues and commit these issues to writing.

ADA Statement:

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Reviewed

Date