

**JEFFERSON COUNTY
JOB DESCRIPTION**

Position: County Administrator
Department: Commissioners
Annual Hours Worked: 2080
Exempt Salary Grade: MG26
FLSA: Exempt -Executive
UNION: Exempt
Approved By: Human Resources Director
Adopted: January 28, 2025



1.0 MAJOR FUNCTION AND PURPOSE

1.1 This position, under broad policy direction from the Board of County Commissioners, serves as the Chief Administrative Officer of the County. Coordinates departments reporting to the Board. Facilitates administrative functions that cross departmental lines. Assists the Board in developing policy and oversees its implementation through the continuing delivery of services to the community. The County Administrator carries overall responsibility and authority for the business and service delivery aspects of Jefferson County government. In matters of governance and public policy, the position oversees the implementation and administration of Board-established policies. The Administrator helps maintain good working relationships between the Board and other elected officials. Establishes team-based management processes to maximize collaboration in the County organization.

2.0 SUPERVISION RECEIVED

2.1 Receives policy direction and supervision from the Board of County Commissioners. Such direction is translated from the strategic plan into work plans to ensure such policy is implemented and communicated to the Board of Commissioners for their approval. The position is given significant discretion and independence in the performance of duties. This position is a performance based contract position.

3.0 SUPERVISION EXERCISED

3.1 Departments and staff reporting through the County Administrator to the Board include the line departments of Central Services (including Facilities and Information Services), Community Development, Cooperative Extension, Human Resources, Public Works (including Roads, Solid Waste, Parks & Recreation, Sewer and Fleet), Public Health, Emergency Management and the Finance Director. The Administrator is supported by the staff of the County Administrator's Office. The Administrator acts on behalf of the Commissioners, with a variety of external agencies closely affiliated with or funded by the County.

The Human Resources Director is supervised by the County Administrator but may also report directly to the Board of County Commissioners, as appropriate.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Works with the Board to understand their vision, translate it into a strategic plan, and yearly goals and objectives for the performance management system.

4.2 Assists the Board in developing and managing public policy matters and issues such as land use, natural resources, transportation, environmental protection, social services, and the subsidiary functions within each of those broad areas. Oversees the implementation of Board goals and policies through departmental management teams and in collaboration with elected officials.

4.3 Oversees appointed departments. Works with directors and managers at the departmental level, as appropriate. Acts as final appointing authority and, while may delegate duties as appropriate to other staff and departments, retains authority over organizational structure, budget, staffing levels and configuration, financial management, planning, policy development, performance management and prioritization of fiscal, human and capital resources.

4.4 Assists the Board in various liaison functions for Elected Officials and provides selected centralized oversight functions in budget, technology, capital, human resources, and other support functions.

4.5 In collaboration with departments, is responsible for the development of the annual budget consistent with pre-established Board priorities. Acts as a member of the Jefferson County Budget Team to monitor budget performance.

4.6 Is responsible for overseeing the development and operation of the County's Strategic Plan, its core values, policies and programs in each of the following support or internal service areas:

- Employee compensation, benefits and the management of human resources.
- Labor negotiation and labor contract oversight, in collaboration with the Human Resources Director and within the general parameters established by the Board.
- Budget and financial management.
- Technology planning and use.
- Capital facilities, purchasing and related functions.
- Public information, media relations and communication with citizens.

4.7 Continuously monitors and evaluates the efficiency, effectiveness and cost-effectiveness of the County's service delivery and governance through the performance management system, quarterly reviews with staff, the Board of Commissioners, and the Jefferson County Budget Team. Empowers staff to make appropriate decisions and actions commensurate with their job duties and responsibilities.

4.8 Assists the Board in establishing and maintaining effective relationships with Elected Officials, external agencies, other governmental agencies, and community organizations.

4.9 Ensures that appointed departments respond to citizen communications within the benchmarks established by the Board of Commissioners.

4.10 Assists or coordinates with the Clerk of the Board to establish the business process by which the Commissioners are informed about their schedules, the business in the schedule, and the information necessary to reach decisions in respect to such business. Schedules staff BOCC work sessions as appropriate to facilitate the business process.

4.11 Represents Jefferson County at local, regional, state and federal levels.

5.0 REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

5.1 Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication concerning economic, social and environmental change in clear, effective, persuasive, and professional manner. Ability to effectively prepare and/or direct preparation of, and present comprehensive reports, presentations, budgets and correspondence to top management, public groups, and/or boards.

5.2 Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

5.3 Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

5.4 Leadership and Facilitation Skills: Ability to influence and motivate others to work towards organizational goals. Providing resources and opportunities to individuals or groups in order to successfully complete those goals.

6.0 MINIMUM QUALIFICATIONS

6.1 Master's Degree in public administration or in a related field with 5 years of experience in managerial and executive level positions, or a Bachelor's Degree with 10 years of managerial and executive level experience, or any equivalent combination of education and experience that demonstrates the knowledge, skills and abilities to perform the essential functions of the job.

Substantial emphasis in public management is required, specifically:

- Executive level local government positions such as city or county manager demonstrating a collaborative and effective leadership style.
- Substantial expertise in budget, financial management, human resources, technology and capital facilities management.
- Demonstrated success in collaborative management processes/projects involving complex local and regional issues.
- Demonstrated success in public involvement and citizen participation processes.
- Demonstrated successful experiences in critical urban and rural service processes including infrastructure, transportation development, criminal justice and law enforcement, land use planning and natural resource management.
- Substantial exposure to regional services including courts, social services, corrections, jails, taxation, treasury, and elections.

6.2 A valid Washington State Driver's License is required.

6.3 Required to pass criminal background check.

7.0 PHYSICAL DEMANDS

7.1 The employee must occasionally lift and/or move up to 15 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision; depth perception, the ability to adjust focus; and the ability to read small print.

7.2 While performing the duties of this job the employee frequently is required to talk or hear and use hands to finger, handle, or feel objects, tools, or controls. The employee is regularly required to sit. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl stand; walk; and reach with hands or arms.

8.0 WORK ENVIRONMENT

8.1 The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer requirements of the job change.