

County Administrator

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex executive work overseeing all County operations as Chief Administrative Officer, recommends and implements County policies, provides leadership and supervises department heads, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Board. Organizational supervision is exercised over Department Heads.

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 individuals with disabilities to perform the essential functions.

Essential Functions

- Assist the County Board/Clerk to the County Board.
- Supervises Department Heads and coordinates the efficient and effective use of county resources.
- Serves as Chief Budget Officer.
- Manages day-to-day county functions.
- Leads labor negotiations and contract management.

Knowledge, Skills and Abilities

Thorough knowledge of state statutes, Minnesota Rules, federal rules and regulations; thorough knowledge of labor contracts, county policies and ordinances; thorough knowledge of planning documents; financial reports; feasibility studies and professional service contracts. Thorough skill reviewing time sheets, financial reports, audits, letters and memorandums. General knowledge of standard office equipment and software. Ability to estimate property tax impacts and levies; ability to estimate project revenue and expenses.

Education and Experience

Bachelor's degree in Public Administration, or related field and 6 or more years of experience in executive leadership of a public or non-profit agency, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; 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; 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.