

Washtenaw County

JOB DESCRIPTION

Job Code: 9912

Employee Group: 32

Administrative Action – March 1993

Class Code: 004A

CLASS TITLE: COUNTY ADMINISTRATOR

DEPARTMENT: Administration

FLSA STATUS: Exempt

JOB SUMMARY:

Under policy direction of the Board of Commissioners, plans, organizes, coordinates and administers through management staff all county functions and activities; provides policy guidance and program evaluation and administers and coordinates the activities of appointed managers and elected officials; serves as the county controller as designated by Michigan law; fosters cooperative working relationships with intergovernmental and regulatory agencies; various public and private organizations and county staff; performs related work as assigned.

EXAMPLES OF DUTIES

Essential Duties:

- Plans, organizes, coordinates and directs, through elected officials and appointed managers and support staff the work of the county to meet the established goals and objectives of the Board of Commissioners.
- Directs the development and implementation of goals, objectives and programs for the County; provides for administrative policies and procedures and work standards to ensure that goals and objectives are met and that programs provide mandated service in an effective manner.
- Works closely with the Board of Commissioners and related bodies such as boards, commissions and committees, a variety of public and private organizations and citizen groups to implement programs to meet objectives.
- Advises the Board of Commissioners on issues and programs; directs the preparation of and recommends long-range plans for county services and directs the development of specific proposals for action on current and future county needs.

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- Directs the activities of the Board and administrative office staff; attends all meetings of the Board of Commissioners and specified Board committees; ensures the provision of staff support to the Board; coordinates the filling of Board vacancies through appointment or election.
- Fulfills all statutory requirements of the County Controller; delegates such responsibilities as necessary to ensure the proper financial accountability of every county office and program.
- Executively directs the preparation, implementation and administration of the annual budget and the preparation and presentation of appropriate budget and financial reports to the Board of Commissioners.
- Recommends the selection of executive management staff; oversees the selection and work organization of county staff; provides for the establishment of standards to evaluate program effectiveness and staff contributions; executively directs county labor relations activities.
- Represents the Board of Commissioners and the county in contacts with governmental agencies, community groups and various business, professional and other organizations, either directly or through subordinate staff.

Important Duties:

- Ensures that the Board of Commissioners is kept informed of county program and financial status and of legal, social and economic issues that may effect county operations and programs.
- Oversees those activities of various departments on an interim basis in the event of executive staff vacancies.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Administrative principles and practices, including goal setting, program and budget development and administration and human resources in a public agency setting.
The functions, authority, responsibilities and limitations of an elected Board of Commissioners.
Principles and practices of public administration in a county government setting.
Applicable legal guidelines and standards effecting county administration.
Funding sources impacting program development and service delivery.

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Social, political, environmental and related issues influencing local government functions and activities.

Supervisory principals and practices, including work organization, direction, review and evaluation.

Skill in:

Planning, organizing, administering, coordinating, reviewing and evaluating a wide variety of county programs and services through executive management staff.

Working cooperatively with and accomplishing implementation of the policies of an elected Board of Commissioners.

Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Interpreting, applying and explaining complex laws, policies and regulations.

Analyzing complex administrative problems, evaluating alternative solutions and adopting effective courses of action.

Using sound, independent judgment within general policy and legal guidelines.

Preparing clear, concise and effective written materials.

Establishing and maintaining effective working relationships with the Board of Commissioners, county staff and a variety of public and private organizations.

Licenses and Certifications:

Must possess a valid Michigan driver's license.

Physical Demands:

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Education:

Equivalent to possession of a Bachelor's degree with major coursework in business or public administration of a field related to the work. Possession of an advanced degree in public administration or an appropriate field is desirable.

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Experience:

Significant managerial or administrative experience in a public agency setting. Experience in successfully working with an elected board or council is highly desirable.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.