

## **COUNTY ADMINISTRATOR**

### DEFINITION:

To perform executive management level leadership in directing the overall management of the County government; to coordinate intergovernmental projects of a local or regional nature with municipal, state and federal agencies on behalf of the Board of County Commissioners; to provide complex support to the Board of County Commissioners; and to perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of County Commissioners.

Exercises supervision over the Assistant County Administrator and administrative Department Directors as well as assigned clerical, technical, professional, and management personnel. Coordinates the activities of elected departments, and those departments with independent Boards.

### EXAMPLES OF DUTIES

Directs and coordinates the overall management of County government in accordance with policies set by the Board of County Commissioners, appropriate Commissions and applicable statutes.

Prepares and delivers to the Board of County Commissioners for approval a long-range plan for the operation of the County, and prepares and submits an annual report on the status of County operations.

Acts as Budget Officer of Lane County. Reviews proposed budgets submitted by all County departments and prepares a final budget for consideration by the Budget Committee and the Board of County Commissioners. Prepares the annual budget message implementing financial and strategic direction for the organization as established by the Board.

Implements the approved budget and maintains control throughout the fiscal year.

In collaboration with the economic development standing committee, oversees the economic and community development program.

Administers, develops and maintains the Lane County Administrative Procedures Manual to carry out the efficient operation of the County.

Advises the Board of County Commissioners of problems and recommends appropriate action.

LANE COUNTY  
County Administrator (continued)

EXAMPLES OF DUTIES (con't)

With the Chair and Vice Chair of the Board, directs the establishment of the Board Agenda, and acts as liaison between the Board of County Commissioners, County Departments, the Public and local, state, and federal agencies.

Directs studies and development of projects to achieve increased economy and efficiency within the County government.

Recruits, disciplines or dismisses department directors in accordance with federal and state laws and guidelines, the Lane County Charter, and policies adopted by the Board; advises the Board of the cause and process used in such action.

Supervises, disciplines, and evaluates the performance on an annual basis of all appointed department directors, assigned clerical, technical, professional, and management employees; sets and adjusts the salaries within compensation ranges adopted by the Board.

Prepares reports, attends meetings, and addresses groups. Enhances community relations by coordinating public information and media activities. Provides employee and citizen assistance and information, and responds to complaints and inquires.

Recommends and ensures uniform enforcement of ordinances, orders, rules, regulations and policies to carry out the efficient operation of the County.

Directs the development of interagency programs and projects, and actively assists in the resolution of interagency problems and issues.

Directs the use, maintenance and custody of all County property, buildings, works and improvements.

Develops and implements operating policies and procedures to carry out the policies of the Board of County Commissioners.

Directs, oversees and supervises complex special projects and initiatives in support of Lane County's goals and strategic objectives.

Manages the Public Safety Coordinating Council.

Performs related duties and special assignments as assigned by the Board of County Commissioners.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and financial management.

Principles and practices of public organization and personnel management.

Principles and practices of budget development and administration.

Principles and practices of community organization and citizen involvement.

Local, State and Federal legislation affecting County government.

Social, economic and political facets of County government.

Principles and practices of policy development.

Principles and practices of group dynamics and group decision making.

Demonstrates Skills In:

Developing and implementing policies and procedures.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.

Interpreting and explaining County policies, procedures, rules and regulations.

Administering a budget, and preparing and reviewing the preparation of complex management and financial reports.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

Making effective speeches and presentations on complex topics.

Developing strategies to achieve organizational goals.

Promoting diversity and educating others on the value of diversity.

Demonstrates Skills In: (con't)

Exhibiting objectivity and openness to others' views, and developing and maintaining cooperative team building efforts.

Supervising, training and evaluating staff.

Using computers and related software applications.

Experience and Training

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in a public or business administration or a related field.

Experience:

Six years of responsible experience in public administration or management.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.