

# County of Leelanau

## Job Description

### County Administrator

Supervised by: Board of Commissioners  
Supervises: Non-Elected Department Heads and Related Staff  
FLSA: Exempt (Executive)

**SUMMARY:** The position serves at the will of the Board of Commissioners (Board). As the County's Chief Executive Officer, with direction of the Board, carries out and implements policies of the Board related to research and policy development, budget and financial management, personnel and employee relations, purchasing, data processing, grant funding, and other areas as directed. Negotiates labor agreements, handles grievances, and works with legal counsel on the County's behalf as directed.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- A bachelor's degree is required, a master's degree in public or business administration preferred, accounting or related fields, and five years of progressively more responsible administrative/supervisory experience in county or local government. At its discretion, the Board may consider an alternative combination of formal education and work experience.
- Knowledge of professional public management techniques involved in budgeting, financial integrity, personnel administration, and resource management, as well as the ability to identify and implement new best practices. Knowledge of county public administration principles and practices, applicable local, state, and federal laws and rules, budgetary and fiscal management, and strategic planning.
- Knowledge/experience of collective bargaining principals/practices, policy/procedure development practices, and program development/implementation principals.
- Skill in assembling/analysis data, preparing comprehensive/accurate reports, and formulating policy recommendations.
- Skill in effectively communicating ideas and concepts orally, writing, and making presentation in public forums.
- Ability to establish effective working relationship with departmental elected officials, non-elected department heads and related staff. Uses good judgement, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and financial software used by the County.

- Ability to attend meetings scheduled at times other than normal business hours and to respond to emergencies or services needs on a 24-hour basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Provide strategic leadership, guidance and support to the Board by assessing the County's current and future strengths and weaknesses to develop, communicate, and implement a shared mission, vision and strategy that are in alignment with the Board.
2. Maintains contact with Corporation Counsel and seeks legal advice and opinions for the Board.
3. Draft policies for the Board's consideration in areas such as purchasing, budget, personnel, rules of procedure, building and grounds, as well as monitor and interpret approved polices.
4. Aids the Board and the Committees of the Board, to facilitate action on matters requiring their attention, such as contract reviews, contract negotiations, Freedom of Information requests, Open Meetings Act and liaison with independent boards and agencies. Investigate and research various issues and projects assigned by the Board and report results with possible alternatives and recommendation regarding course of action.
5. Works cooperatively with the County Clerk to prepare Board's meeting agendas and attends meetings of the Board to advise, counsel and present pertinent information and data to aid Board in making decisions and establishing policies.
6. Serves as risk manager for the County, including interacting with third-party carries and administrators for Board/elected Officials and employees' insurance, liability, errors and omissions, fleet, and umbrella coverages. Reviews claims and works with assigned legal counsel and Board regarding settlement options.
7. Supervises the staff of the Finance Department and is responsible for the financial integrity of all aspects of the County's budget operations, including Countywide budget development, recommendations, monitoring, and demonstrates commitment to Government Finances Officers Association (GFOA) best practices. Works with the Board of Commissioners regarding personnel and capital items in budget development. Coordinates independent auditing services.
8. Oversees development of periodic status reports on receipts and expenditures for use in monitoring County finances and directs the compilation of periodic summary report on the general ledger, status of accounts, budget checkpoints, assets, and liabilities of the County and each of its funds. Analyzes monthly budget documents and working with elected and non-elected officials to resolve potential discrepancies and makes recommendations to the Board on a needed budget adjustments or transfers.

9. Oversees and directs the purchasing process for the County. Obtains bids as necessary, following County policy, and recommends selection of vendor(s) to the Board on major items and negotiates contracts for capital equipment, supplies, and/or services.
10. Coordinates research availability and conditions of grant funding following County policy. Advises Board and Departments of availability, oversees and assists in the preparation of grant application(s).
11. Services as the County's Chief Personnel Officer and supervises Human Resources staff regarding administrative functions, including responsibility for hiring, training, assigning work, approving leave time, reviewing/evaluating performance and handling employee relation issues. Supervises and directs all aspects of the County's Equal Employment Opportunity efforts.
12. Responsible for the administration of all labor agreements within the County, serving as advisor to elected and non-elected Department Heads on employee relations, including recommending possible changes to personnel policies and coordinating the development of revised or new County-wide policies.
13. Oversees the wage and salary and benefit programs and all other areas related to personnel management.
14. Directs the delivery of data processing services through the Information Technology Department to all County departments. Includes the overseeing the development, modification and implementation of systems, purchasing and maintaining computer hardware, software, applications and contractual services.
15. Keeps abreast of professional developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops and seminars as appropriate.
16. Performs other duties as required or assigned by the Board.

**PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Driving for appointments.
- Communicate in person and by telephone, read regular and small print, view and produce written and electronic documents.
- Mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms.
- The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions

of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The typical work environment of this job is a business office setting and home visits where the noise level is quiet and sometimes moderate.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.