

IOWA COUNTY POSITION DESCRIPTION

September 15, 2009

Position Title: County Administrator

Governing Committee: Executive Committee

Salary: \$65,000 - \$98,000 Range

FLSA: Exempt

Employee Group: Non-represented

PURPOSE OF POSITION:

Responsible for all administrative and management functions of County government not otherwise vested by law in boards or commissions, or in other elected officers pursuant to Wis. Stat. 59.19. Under the supervision of the County Board, this person provides leadership for administering, coordinating, and implementing the activities and programs of the County in support of policies, procedures, goals, and objectives established by the County Board. Provide administrative support for the County Board, develop and propose an annual budget and oversee grants and major projects. As an at-will employee, the County Administrator serves at the pleasure of the County Board.

Essential Duties and Responsibilities

The following duties are generally performed within the strictest confidence. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Management

- Direct, supervise, and manage all administrative, operational, and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.
- Supervise the heads of all departments of the County except those elected by the people.
- Research and recommend to the County Board the establishment and modification of County policies.
- Advise department heads concerning County Board policies, procedures, directives, and expectations. Ensure that policies and programs adopted by the County Board are effectively and efficiently carried out.
- Responsible for the necessary training and development of all County staff.
- Schedule and chair regular County department head meetings. Receive and review departmental progress, accomplishments, budgets, and operating plans.
- Act as liaison between individual County Board members and committees or departments.
- With the approval of the governing committee, has authority to hire and discharge all County employees, except for elected officials and as limited by state statutes.
- Identify and analyze problems/issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations.

Reports and Planning

- Prepare and present an Annual Report to the County Board on the condition and activities of the County developed with the advice and input from each department. The Report shall include a long-range forecast of needs.
- Attend and participate in County Board committee meetings as deemed necessary by the Board and requested by committee chairs.

- Report to the County Board as needed or requested.
- Explain, justify, and defend County programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

Budget Preparation, Execution, and Reporting

- Direct, prepare, and submit to the Administrative Services Committee an annual budget and long-range financial plan related to the County's priorities, goals, objectives, and policies. Coordinate development of departmental budgets to ensure consistency with the County's overall priorities, policies, goals, and objectives. Prepare and present reports to the Administrative Services Committee and to the County Board on a regular basis regarding the County's financial condition, including future financial needs.
- Work with all departments in the implementation of the adopted budget, insuring that all County expenditures are made in strict compliance with applicable federal, state, and County laws, ordinances, or regulations, and generally accepted accounting practices; review all departmental and agency requests for adjustments or transfers of budgeted funds with the Administrative Services Committee, the County Board, and the Finance Director as necessary.
- Advise, direct and assist departments in being compliant with budgetary, financial, purchasing, and accounting policies and procedures.
- Review requests for additional County positions and forward recommendations to the appropriate oversight committee, in addition to the Administrative Services Committee.
- Oversee, together with the department heads, all intergovernmental contracts and rental or lease contracts on behalf of the County.
- Coordinate, oversee, and present to the appropriate committee and County Board for approval all service contracts for non-program service area functions.

Community and Intergovernmental Relations

- Serve as spokesperson and representative of the County, as directed by the County Board, with other units of government, state and federal officials, other agencies, interest groups, the public, and representatives of the media. Represent the County's interest at legislative meetings, hearings and other places and events as directed by the County Board. Coordinate County activities and programs, when appropriate, with those of other counties, municipalities, and external agencies and organizations as well as the state.
- Develop and maintain effective community relations, ensuring timely investigations and responses to citizen complaints and inquiries.

Personnel

- Serve as the Affirmative Action and ADA Compliance Officer for the County.
- Serve as the lead negotiator in labor contract negotiations.

Purchasing

- Responsible for all County purchasing policies and procedures.

Strategic Planning, Service Delivery, Prioritization

- Lead the long-range planning process for the County.
- Evaluate on a continuing basis, the levels of service provided by County departments and recommend the establishment and/or modification of policies, procedures, or operating standards. Recommend to the County Board, reorganization, improvement, or development of new functions and/or abandonment of existing functions.

Additional Duties and Responsibilities

- Conduct special projects as directed by the County Board and perform other duties as may be required.

Education and Experience Required to Perform Job Functions:

- Bachelors Degree in Public Administration, Business Administration, or closely related field; Masters Degree preferred. Substantial experience as a County Administrator may be considered in lieu of this degree requirement.
- Five years administrative and management experience in business, industry or government required. Experience in financial management of a large organization required. Experience in county or municipal government preferred.
- Experience in public sector management in a unionized work environment.

Knowledge, Skills and Abilities Required to Perform Job Functions:

- Competency and demonstrated experience in developing and monitoring large budgets.
- Demonstrated grant writing and fund raising experience in the public/non-profit sector.
- Demonstrated effective oral and written communication skills.
- Excellent interpersonal skills including but not limited to strong goal orientation, an ability to motivate, build teams, and provide overall leadership.
- Ability to conceptualize, evaluate and analyze complex issues.
- Familiarity with applicable federal, state, and local laws and regulations.
- Thorough knowledge of personnel management, public sector labor relations, contract negotiations, and Equal Opportunity principles.
- Ability to plan, organize, direct and coordinate the administrative, financial, and operational functions of County government.

Additional Qualifications

- Establish Iowa County residency within 6 months of appointment (subject to change by the County Board with good reason) and remain a resident of the County during tenure in position required.
- Undergo and pass a criminal and personal background check prior to employment.