



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: County Administrator			
DEPARTMENT / SECTION: Administration		DATE REVIEWED: February 20154	
TITLE OF IMMEDIATE SUPERVISOR: Committee on Committees		GRADE:	
<p>JOB SUMMARY: 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. 59.1918. 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.</p>			
TASK NO.	DESCRIPTION	FREQUENCY	GRADE
1	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.		
2	Supervise the heads of all departments of the County except those elected by the people.		
3	Research and recommend to the County Board establishment and modification of County policies.		
4	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.		
5	Responsible for the necessary training and development of all County staff.		
6	Schedule and chair regular County department head meetings. Receive and review departmental progress, accomplishments, budgets, and operating plans.		

TASK NO.	DESCRIPTION	FREQUENCY	GRADE
7	Act as liaison between individual County Board members and committees or departments.		
8	With the approval of the <u>In consultation with the governing committee,</u> has authority to hire and discharge all County employees, except for elected officials and as limited-governed by state statutes.		
9	Identify and analyze problems/issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations.		
10	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.		
11	Attend and participate in County Board committee meetings as deemed necessary by the Board and requested by committee chairs with a guideline to limit night meetings to four per month.		
12	Report to the County Board as needed or requested.		
13	Explain, justify, and defend County programs, policies, and activities; negotiate and resolve sensitive and controversial issues.		
14	Direct, prepare, and submit to the Administrative Services Committee an annual budget and long-range financial plan related to the 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.		
15	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.		
16	Advise and assist departments in being compliant with budgetary, financial, purchasing, and accounting policies and procedures.		
17	Review requests for additional County positions and forward recommendations onto the appropriate oversight committee, in addition to the Administrative Services Committee.		

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TASK NO.	DESCRIPTION	FREQUENCY	GRADE
18	Oversee, together with the department heads, all intergovernmental contracts and rental or lease contracts on behalf of the County.		
19	Coordinate, oversee, and present to the appropriate committee and County Board for approval all service contracts for non-program service area functions.		
20	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.		
21	Develop and maintain effective community relations, ensuring timely investigations and responses to citizen complaints and inquiries.		
22	Serve as the Affirmative Action and ADA Compliance Officer for the County-Monitor Department Affirmative Action plans and Americans with Disability Act plans and serve as Compliance Officer for the ADA.		
23	Serve as the Director of Employee Relations treating confidential information appropriately and serve act as the lead negotiator in labor contract negotiations.		
24	Responsible for all County purchasing policies and procedures.		
25	Lead the long-range planning process for the County.		
26	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.		
27	Conduct special projects as directed by the County Board and perform other duties as may be required.		
28	Seek, coordinate, and assist in preparing, obtaining, and managing grants and contracts.		

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Demonstrated Experience and Skills Required.

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Competency and demonstrated experience in developing and monitoring large budgets.

Demonstrated grant writing and fund raising experience in the public/non-profit sector.

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.

Minimum Qualifications -

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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.

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Conditions of Employment

Must possess a valid driver's license, or the ability to possess one within 4 weeks. Ability to transport self to required meetings or appointments that occur outside of the Iowa County Courthouse and typically is available at worksite within 45 minutes of callback.

Must treat all information with the utmost of confidentiality.

The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting. Repealed by Statute and callback incorporated in above language.

Pass a criminal and personal background check required.

DATE: _____ EMPLOYEE SIGNATURE: _____

DATE: _____ EMPLOYEE RELATIONS APPROVAL: _____

DATE: _____ COUNTY BOARD CHAIR-APPROVAL: _____