

**COUNTY ADMINISTRATOR****DEFINITION**

Under policy direction, plans, organizes, and provides administrative direction and oversight for all County functions and activities; provides policy guidance and program evaluation to the Board of Supervisors and management staff; encourages and facilitates provision of services to County residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

The County Administrator receives administrative and general policy direction from the Board of Supervisors. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The primary function of the County Administrator is to oversee the preparation, adoption, and administration of the county budget. This position works closely with the elected offices of auditor-controller, treasurer, tax collector and assessor to coordinate the efforts of those finance-related offices in the preparation and administration of the county budget. The County Administrator provides the Board of Supervisors with objective analyses of issues. Through the coordination of departmental activities, the County Administrator works to resolve differences among departments and ensure the county government operates harmoniously. The position shall also be vested with the authority and titles of County Budgetary Officer, County Safety Officer, County Insurance/Risk Manager, and County Purchasing Agent.

**DISTINGUISHING CHARACTERISTICS**

The County Administrator, appointed by the Board of Supervisors, is accountable to the Board of Supervisors and responsible for enforcement of all County codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the County's operations. The County Administrator is accountable for establishing and accomplishing County goals and objectives, and developing general policy guidelines.

The position shall also be vested with the authority and titles of County Budgetary Officer, County Safety Officer, County Insurance/Risk Manager, and County Purchasing Agent.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Assistant Risk Manager/Occupational Safety & Health Specialist, Administrative Assistant, and other support staff as needed

## COUNTY ADMINISTRATOR - 2

### EXAMPLES OF DUTIES

- The County Administrator shall supervise for the Board and administer all county offices, departments and entities over which the Board has responsibility and control through its power of appointment.
- The County Administrator shall be responsible to the Board for the coordination of the work of all elective and appointive county offices, departments, and institutions in areas which are the concern and responsibility of the Board. The County Administrator may make such studies and investigations which he or she believes are necessary or desirable and shall make any study or investigation the Board requests.
- Provide recommendations to the Board which he or she believes will result in greater efficiency and economy in the administration of County affairs. To enable the County Administrator to carry out such responsibilities, he or she may require reports from any office, department head, or other entity.
- Unless otherwise prescribed by statute, ordinance or resolution, the County Administrator shall make recommendations for appointed department heads. The County Administrator will consult with the Board, in closed session, prior to dismissing or demoting an appointed department head.
- The County Administrator shall recommend an annual County budget. In concert with the County Auditor, he or she shall review department budget request and shall enter recommendations for each departmental budget along with the requests. After the County Administrator has submitted the recommended budget to the Board, the Board shall review the recommendations and department requests and make any changes believed to be advisable, and adopt the preliminary budget in the manner provided by law.
- After the final County budget has been adopted by the Board, the County Administrator shall administer the budget and exercise continuous budgetary control. In concert with the County Auditor, he or she shall review all requests for appropriation transfers, and make recommendations to the Board for approval or disapproval.
- The County Administrator shall supervise expenditure of all elective and appointive offices, departments, and institutions. The County administrator may recommend to the Board the establishment of a budgetary allotment system and such other expenditure controls which he or she believes to be necessary or desirable.
- The County Administrator shall review all requests for new positions and classifications or reclassifications, and none shall be approved or disapproved by the board until the County Administrator has made a recommendation to the board on the position involved. The County Administrator shall recommend to the Board procedures which he or she believes will result in a more efficient personnel program.
- The County Administrator shall attend the meetings of the Board and may participate in the discussion of any matter but shall have no vote.
- The County Administrator shall represent the Board in the County's intergovernmental relationship in accordance with Board policies and instructions. When directed, the County Administrator shall represent the Board in dealing with individual or groups concern with County affairs.

## COUNTY ADMINISTRATOR - 3

### **EXAMPLES OF DUTIES – Continued**

- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Supervisors and the County; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the County government.
- Assist with the selection, training, professional development, and work evaluation of County staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings; assists in the selection of department heads to the Board.
- Ensures that the Board is kept informed of County functions, activities, and financial status, and of legal, social, and economic issues affecting County activities.
- Monitors changes in laws, regulations, and technology that may affect County operations; implements policy and procedural changes as required.
- The County Administrator shall be included in the on-the-job performance of each appointed department head at least once annually, with the Board.
- The County Administrator shall be responsible for the labor relations program for the county.
- The County Administrator shall coordinate the planning for the design and construction of physical facilities and the assignment of space required for County services. He or she shall prepare, and keep current, a capital improvement plan, including recommended methods for financing for adoption by the Board.
- Shall be responsible for the purchasing program for the County and is designated its purchasing agent.
- Authority, but not responsibility, for the duties assigned to the County Administrator may be delegated. Delegation will be in writing with limitations and copied to the Board.
- When an absence from the County is for more than thirty days, or, for disciplinary or investigative reasons, the Board will appoint an acting County Administrator which may or may not be an appointed department head.

### **TYPICAL PHYSICAL REQUIREMENTS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

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### **TYPICAL WORKING CONDITIONS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from the computer system.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation
- Principles, practices, and procedures of public administration in a County setting.
- Functions, services, and funding sources of a county government.
- Functions, authority, responsibilities, and limitations of an elected Board of Supervisors.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, and procedures of County government budget development, administration, and accountability; fiscal and personnel management, cost accounting, and public funding as related to County government administration.
- Current social, political, and economic trends affecting County government and service provision.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

## COUNTY ADMINISTRATOR - 5

### Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the County.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board of Supervisors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Assist in the administrative activities of County offices and departments in such matters that are the concern and responsibility of the Board of Supervisors.
- Direct the analysis and evaluation of annual budget requests of all County departments.
- Direct the preparation of the budget recommendations to the Board of Supervisors.
- Direct the continuous review of County expenditures through the fiscal year, develops fiscal and organizational plans for the Board of Supervisors.
- Attend meeting of the Board of Supervisors and makes recommendations on administrative and budgetary matters.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the County in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations, and the media.
- Serve effectively as the administrative agent of the Board of Supervisors.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Appraise situations and people accurately and quickly and adopt an effective course of action.
- Perform mathematical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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### **Training and Experience:**

Qualifications needed for this position:

Equivalent to graduation from a four-year college or university with major coursework in public or business administration, political science, public policy, finance, or a related field and five (5) years executive-level experience in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation of programs and services for an organization. An equivalent to a Master's Degree in Public or Business Administration is highly desired.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.