



Job Title: **County Administrator**
Department: County Commissioner's Office/Office of the County Administrator
Reports To: Board of Commissioners
FLSA Status: Salary, Non-Exempt
Approved/Revised: _____, 2024

Job Summary

Under the general direction of the Board of Commissioners, carries out directives and implements policies of the Board related to ~~human resources and employee relations~~, labor relations, ~~budget and financial management~~, purchasing, grant funding, and other areas as directed. The County Administrator oversees the development and administration of the County budget. Supervises staff engaged in personnel administration, finance and accounting, data processing and other administrative support to the Board and departments. Supervises appointed department managers and serves as liaison between other agencies and the Board of Commissioners. Acts as Chief Administrative Officer according to the Uniform Budgeting & Accounting Act.

Essential Functions

- Responsible for Oversees human resources administration, finance and other administrative functions. ~~Includes responsibility for hiring, training, assigning work, approving leave time, reviewing and evaluation performance and dealing with employee relations issues. (move this to deputy county admin/HR position)~~
- Supervises appointed managers and functions of departments such as Facilities, Equalization, Emergency Services, Housing, Conservator, Veterans, Human Resources, Building, Transportation, Airport, Maintenance, Information Technology, Risk Management/Insurance, Recreation, and others as assigned. Responsible for the process for the hiring of department managers, assigns functions, and reviews and evaluates managerial performance.
- Attends Board meetings and regularly communicates with Board Members to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies.
- Responsible for determining the strategy for the bargaining and administration of all labor agreements within the County. ~~Oversees the personnel and employee relations functions and serves as an advisor on employee relations matters.~~ Works with legal counsel and the Human Resources Department and elected officials on collective bargaining and litigated matters.

- Oversees the preparation of the annual County budget, includes designing and coordinating the budget process, monitoring financial information, working with the Board on personnel and capital items, making recommendations on funding levels for departmental budgetary requests, management of grant procurement and record keeping, and overseeing preparation of the final approved budget. Track millage, new and renewals, and draft millage language and resolutions.
- Prepares Approves agendas for Board and Committee meetings in conjunction with Board Chairperson based on input from the Board members, Administrator, department heads, elected officials, Board directives, correspondence received, and issues and/or projects in progress. ~~Works with department heads, elected officials, and others to collect materials for Board and Committee meetings and assembles and distributes meeting packets. Drafts Board resolutions and special tributes as assigned. Collects information from all Commissioner Committee meetings and provides a condensed report to all Commissioners.~~ (board assistants take care of this)
- ~~Following Board and Committee meetings, follow-up on agenda items, such as placing on agenda of another committee, sending information to legal counsel, preparing documents for signature, or other action.~~ (board assistant takes care of this)
- Coordinates matters regarding legal counsel work and seeks legal advice and opinions for the Board. Exercises settlement authority with established limits and recommends action on other matters to the Board. Coordinates independent auditing services and other contractual professional services.
- Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation, and liaison with other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action.
- Acts as a resource and provides direction and encouragement to department managers. Confers with department managers and seeks to resolve operating problems within current practices and policies. Revises and develops policies dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.
- Serves as advisor to the Board of Commissioners, reporting on financial matters, analyzing current funding, projecting costs, and forecasting available funds.
- Directs the delivery of data processing services and communications equipment and systems, through contractors and staff, to all County departments. Recommends policies regarding acquisition and use of data processing systems. Oversees communications systems and other areas of technological development within the County.
- Oversees the management and maintenance of all County facilities. Recommends policies regarding the use, operation, and maintenance of all County buildings and facilities.
- ~~Represents the Board of Commissioners at meetings with local governmental and State officials.~~ Represents the Board both internally and externally, serving as a central

contact point for departments, funded agencies, and Commissioners, providing information to citizens, various local, regional, state, and federal officials, agencies, and organizations. Speaks on behalf of the Commission at various meetings, presents the County point of view, and serves as a resource on existing policies and issues.

- Oversees risk management activities for the County, includes interacting with third party carriers and administrators for liability, errors and omissions, fleet, and umbrella coverages. Reviews claims and works with counsel and Board regarding settlement options.
- Directs the preparation for collective bargaining and development of the County's bargaining position. Serves as spokesperson for the bargaining team of the County during labor contract negotiations. Interprets and administers labor agreements.
- ~~Oversees the centralized maintenance of the personnel records and administration of the human resource information system.~~ (move this to deputy county admin/HR position)
- Administers the County policy on appointments to County Boards and Commissions, includes terms of office and attendance of members, filing of minutes, and maintaining applications for appointment.
- Conducts annual strategic planning sessions with all department heads and reports results to the Board of Commissioners.
- ~~Responsible for all Freedom of Information Request.~~ Acts as FOIA coordinator for Commissioner's Office and all departments of the County as needed.
- Responsible for tracking fixed assets which includes BS&A, monitoring all major purchases and sales of property and equipment and keeping proper insurance coverage in place.
- Responsible for all grant applications and auditing all grant funds.

An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.

County Administrator Qualifications

Education

- ~~Master's in Business, Public Administration or closely related field. Bachelor's in Business, Public Administration or a closely related field with commensurate experience will be considered.~~ A Master's Degree is preferred but not required. A Bachelor's Degree required in Human Resources, Personnel Administration, Business Administration, Public Administration, Labor relations, or related field from an accredited University. Prior experience will be considered in lieu of a degree.

Experience

- Seven years of progressively responsible administrative/supervisory experience in local government with responsibility for financial management, budgeting, human resources, and other administrative areas.

Other Requirements

- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail.
- Ability to accurately follow instructions.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: This job requires the ability to perform the essential functions contained in this description. Accommodations will be made for otherwise qualified applicants unable to fulfill one or more these requirements.

Working Conditions:

Works in inside conditions but may travel occasionally to other locations to make presentations and represent the department.

Employee Acknowledgement:

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Employee
Signature: _____ Date _____



Reviewed &
Approved by County Administrator
or Elected Official: _____ Date: _____