

DELTA COUNTY

COURTESY JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of COUNTY ADMINISTRATOR.

DUTIES: See attached job description

QUALIFICATIONS: A Master's degree in business or public administration or closely related field with specialization in finance and/or management; or a Juris Doctorate (JD) from an accredited law school. Requires 3 to 5 years of relevant government experience, preferably with a governmental entity of size similar to the County.

HOURS: Thirty Five Hours (35) per week.

PHYSICAL: Must be able to pass physical.

SALARY: Competitive Salary

Candidates for this position should submit the application form, cover letter, resume, and transcript.

Applications for the position of COUNTY ADMINISTRATOR will be accepted through September 6, 2019 at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

JOB DESCRIPTION

POSITION: County Administrator

General Commentary: Works under the direction of the Board of Commissioners, carries out directives and policies of the Board, and when directed, serves as spokesperson of the board.

Works with all County Departments/Activities to promote efficient implementation of Board policies and/or statutory responsibilities, especially in the areas of: finance; project management; community relations; legislation; law; and personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Finance:

Serves as Chief Financial Officer of the County is responsible for the preparation and presentation of the budget to the County Board of Commissioners.

Coordinates or supervises all accounting and budgeting activities of the County. Works with departmental accounting personnel and department heads to provide timely and accurate financial statements, operating budgets, and budget comparisons.

Periodically reviews County financial systems on a rotating basis and makes recommendations for improvements where appropriate.

Serves as coordinator with Board of Commissioners selected independent auditors to provide efficient and cost effective audit services.

Monitors financial laws and regulations that impact the County. Coordinates efforts of affected personnel to assure compliance and serves as liaison with Michigan Department of Treasury relative to laws and regulations in this area.

Assures filing of all required financial reports with outside authorities including,

but not limited to, census reports, Federal Revenue Sharing reports, filings with Department of Treasury, and reports for the bond council.

Coordinates purchasing and budget monitoring with all County personnel.

Personnel:

Supervises the IT Director, Administrative Assistant/Board Secretary, Accountant/Payroll Clerk, Building and Zoning Administrator, Maintenance Director, Emergency Management Coordinator, Veteran Services Officer, Equalization Director, and Airport Manager, along with indirect oversight of employees in each of their departments.

Coordinates implementation of County personnel policies; assists department heads in personnel matters such as employee reviews, salary structure, hiring and termination procedures, disciplinary actions, and grievances.

Negotiates labor contracts with Personnel Director and/or works in conjunction with Board of Commissioners appointed labor negotiator(s) in contract negotiations.

Oversees employee benefit programs including insurances, pensions, and other benefits. Assures all required employee benefit type reports are filed timely.

Administration/Project Management:

Assists the Board of Commissioners in carrying out County policies; assists Board Members in developing new policy or revising current policy as deemed appropriate by the Board.

Serves as Project Manager on Board of Commissioner initiatives to improve the county government's impact on the community, including partnering on initiatives with other elected County Officers.

Responsible for establishment of regular staff meetings with department heads to formulate goals and objectives.

Attends all Board of Commissioner, Personnel Committee, Finance Committee and Building and Grounds Committee meetings as a part of the normal work schedule.

Handles day-to-day administrative matters under the direction of the Board of

Commissioners and in accordance with County policy.

Actively pursues alternate financing sources such as grant monies. Assures grant or other financial request applications are properly and timely filed when such filings are available.

Community Relations:

Serves as coordinator, negotiator, and spokesperson for the Board of Commissioners, under the direction and control of the Board, in all matters not addressed previously, including confidential executive session type matters.

Drafts press releases and coordinates with the media on behalf of the Board of Commissioners

Participates in community events and in active promotion of Delta County.

Legislation:

Works with the Board of Commissioners to create an annual legislative action plan.

Lobbies to State and Federal Legislators on behalf of the Board of Commissioners to help achieve county goals and objectives.

Drafts resolutions and letters of support to advocate for Board of Commissioners goals and objectives.

Legal Representation:

Coordinates with attorneys to protect the financial interests of the county, including working with the county's liability insurers, and the county's Civil Counsel.

Qualifications:

Education: Master's degree in business or public administration or closely related field with specialization in finance and/or management; or Juris Doctorate (JD) from an accredited law school.

Experience: Requires 3 to 5 years of relevant government experience, preferably with a governmental entity of size similar to the County.

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. These include, but are not limited to the following requirements, reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to access all locations of County government.

Committee of the Whole: 3/23/18

Board 4/3/18