



JOB DESCRIPTION: COUNTY ADMINISTRATOR

Directs, administers and coordinates the activities of Montezuma County in accordance with policies, goals and objectives established by the Board of County Commissioners. Assists the Board in the development of county policies and goals that cover county operations. Provides administrative support to the Board of County Commissioners in implementing the directives of the Board. Ensures budget preparation and presentation to the Board and administration, including corrective actions throughout the year.

SUPERVISED BY: Board of County Commissioners

SUPERVISES: Department Heads (who are not elected officials)

MAIN JOB DUTIES:

- Implements goals, programs, policies and procedures established and approved by a majority vote by the Board of County Commissioners.
- Plans, directs coordinates and supervises the overall activities, direction, and organizational structure of county departments not headed by an elected official to ensure that county short and long range goals and objectives are achieved.
- Ensures that County departments comply with county policies. Creates, updates, and distributes the policy manual.
- Assists Montezuma County Elected Officials when necessary to help them meet their statutory requirements.
- Conducts regular staff meetings to review County department's progress, accomplishments, budgets, and operating plans.
- Establishes organization procedures and communicates procedures to department heads for implementation.
- Hires, commends, disciplines, and terminates management staff reporting directly to the County Administrator; develops their potential, and monitors/evaluates their performance to maintain efficiency and quality of work; makes salary adjustments. Works with HR to resolve employee disputes for remaining staff as needed.
- Coordinates the annual budget. Brings critical budget issues to BOCC for discussion. Presents final budget to BOCC for approval.
- Ensures budgets are managed properly. Establishes and implements county cost controls. Reviews and approves expenditures per financial management policies.
- Follows legislation that affects county government. Works with BOCC to develop responses to legislative proposals.

- At the direction of BOCC, represents the County at various functions such as making speeches at civic and business association meetings. Meets with community members, developers, officials, and representatives of the press to establish goodwill and resolve/respond to issues. Serves as the County's representative on numerous boards, committees, associations, and other groups on behalf of BOCC.
- Directly and through staff, identifies issues and provides analysis and recommendations to the BOCC.
- Receives requests and complaints from the public concerning administrative actions of the various departments, channels the requests to the appropriate departments, follows up on the corrective actions, and sees that replies to inquiries are given.
- Maintains work/meeting schedule and generates professional correspondence.
- Assists with new commissioner orientation.
- Assists departments in finding and developing grant opportunities.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Performs other appropriate work as assigned by the Board.

QUALIFICATIONS:

- Education: Bachelor's degree in public administration, business administration or a closely related field and/or at least five years of direct, progressive experience in local government administration, or an equivalent combination of education, training and experience which provides the knowledge, skills and abilities required for the job. Master's degree preferred.
- Possesses strong organizational leadership abilities and demonstrated skill in administration, personnel, team building and finance.
- Knowledge of:
 1. Principles and practices of public administration, governmental budgeting procedures and multi-funded financing operations.
 2. Information management, personnel administration, program budget development, and strategic planning methods.
 3. State, federal, and local laws, rules and regulations; methods and techniques of research, statistical analysis and report presentation; and supervisory principles and practices. Knowledge of computer applications related to the work.
- Ability to:
 1. Research, compile, and summarize a variety of informational and statistical data and materials; prepare clear and concise reports, correspondence and other written materials.
 2. Recognize, investigate and analyze a variety of complex problems and propose effective solutions.
 3. Speak effectively before groups of employees and public groups and respond to questions.
 4. Organize work, set priorities, meets critical deadlines, and follow up on assignments with minimum direction.
 5. Understand, interpret, and communicate complicated policies, procedures and protocols.
 6. Develop and maintain effective working relationships with employees, elected officials, the public, and other agencies.

- Must possess valid Driver's License.
- Must pass drug & alcohol screening and background check, including traffic and criminal.

MENTAL/PHYSICAL REQUIREMENTS:

- Ability to perform all physical movements required for program administration, personnel supervision, and meeting attendance in various on and off-site locations.

EXPERIENCE:

- Five years increasingly responsible professional experience in public or business administration, ideally including at least two years in a manager's position in local government or industry.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received a copy of the County Administrator job description. I understand that I am to become familiar with its contents.

Signature of Employee

Name of Employee

Date