

Richland County Position Description

Position Title: County Administrator

Exempt form FLSA

Department: Administration

Category: Full-time

Reports to: County Board (Finance and Personnel)

Pay By Agreement

Grade:

Date: 21 Mar 2023

Hours per 40+ (Salaried)

Week:

PURPOSE OF POSITION

The purpose of this position is to perform all duties in compliance with Wisconsin State Statute 59.18 to include acting as the chief administrative officer of the county, as by statute and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. No provision of this position description is intended to vest any duty or grant any authority to the County Administrator which is vested by law in any other County Officer, Commission, Committee or Board. The County Board in its discretion may modify this position description at any time provided such modifications are not contrary to State law.

1. Meeting Attendance & County Board Relations.

- Attends all meetings of the County Board, except when excused by the County Board Chair or the County Board, and advises and recommends courses of action to the Board as it pertains to matters of County interest.
- Supports the County Board by assisting with the preparation of the agendas, minutes of the meeting, and all resolutions and ordinances to be presented to the Board.
- Provides the Board with data regarding County programs and activities, and makes regular reports to the Board.
- Sees that all orders, ordinances, resolutions, and regulations adopted by the County Board are faithfully executed.
- Attends and participates in committee meetings as deemed necessary or requested by committee chairs.
- Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments which may affect or impact the County. Solicits the Board's position, drafts responses, recommends amendments, and supports said legislation. May represent the County at state legislative meetings or hearings, or engage in lobbying efforts, on behalf of the county.

2. Administrative Duties.

- Appoints and supervises all Department Heads of the County, except those elected by the people. Supervises, coordinates, and directs all administrative and management functions of the County's departments and agencies under direct jurisdiction or fiscal control of the County Board, including requiring the periodic submission of organizational charts and departmental activity reports and

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conducting regular meetings with department heads. Oversees the day-to-day operations of all County government functions ensuring effectiveness and efficiency.

- Responsible for the overall direction, coordination, and evaluation of the County Administrator's Office. Carries out supervisory responsibilities in accordance with the County's policies and other applicable laws. Responsibilities include interviewing, hiring, and training Department Heads (who are not elected by the people); planning, assigning, and directing work; appraising performance; rewarding and disciplining Department Heads (who are not elected by the people); addressing complaints and resolving problems, discharging Department Heads who were not elected by the people and who were appointed by a County Administrator. Reviews all recommendations for disciplinary suspensions and discharge of all employees.
- Researches and recommends the establishment and modification of County policies, and interprets and advises Department Heads concerning board policies, directives and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.
- Appoints the members of all Boards and Commissions, with the exception of Supervisors to standing committees of the County Board, subject to the confirmation of the County Board. Coordinates and actively participates in the selection and appointment process for the committees of the County Board.
- Acts as a resource for all union negotiations, and actively participates in the development of the County's negotiation strategy.
- In coordination with the oversight committees and department heads reviews and determines whether vacant positions should be filled.
- Directs the preparation of all reports, studies, and research as the Board may require concerning operations of the County; prepares plans and programs for the Board's consideration in anticipation of future needs.
- Reviews and signs all contracts for goods and services after review by the Corporation Counsel and department head. Approves all intergovernmental contracts and rental or lease contracts on behalf of the County.
- Manages a wide variety of major projects and coordinates the roles of staff in the process.

3. Strategic Planning & Organizational Improvement.

- Makes recommendations, assists the County Board in establishing, and advances the organizational mission, vision, values and identified County goals.
- Develops, integrates, and directs the current and long-range strategic plans for all County activities. Uses resources within the County to accomplish organizational goals and objectives and assists in the formulation of those goals and objectives to assure they support the County's mission, vision and values.
- Evaluates, on a continuing basis, the levels of service provided by County Departments and recommends the establishment and/or modification of policies, procedures, or operating standards. Recommends reorganization, improvement, or development of new functions, or abandonment of old functions, to the County Board.
- Takes the initiative to propose to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations.

4. Budget Preparation and Execution.

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- Responsible for the preparation and submission of the annual budget and capital improvement program (CIP) to the County Board in a format specified by the Board.
- Establishes, with the Finance and Personnel Committee procedures, format, and priorities desired in the preparation of the budget. Conducts and schedules budget hearings and meetings on budget requests with the Finance and Personnel Committee. Attends budget meetings and makes recommendations on said budgets.
- Executes the adopted budget, ensuring that all expenditures of County funds are made in strict compliance; reviews all departmental and agency requests or adjustments transfers of budgeted funds with the Finance and Personnel Committee, and the board as necessary

5. Financial Reports and Planning. *In cooperation with the Finance and Personnel Committee*

- Makes regular reports to the Board, keeping the Board fully advised as to the financial condition of the County and its future financial needs. Recommends such matters to them for their consideration as deemed necessary or advisable for administration and coordination of County functions.
- Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.
- Maintains and provides affected departments with current information on availability of funds and procedures to apply for federal and state grant programs and assists in application for and procurement of such grants.
- Develops bonding projects for the County and makes subsequent recommendations for the County Board.

6. Human Resources

- Reviews all recommendations for disciplinary suspensions or discharges

7. Property Management.

- Monitors the care and custody of all buildings, grounds and property of the County, and ensures that an accurate inventory of said property is maintained.
- Directs the preparation of plans for the management of County properties and for the construction and alteration of physical facilities needed to render County services properly, said plans to be submitted to the Board, recommending the priority of projects.
- Coordinates, with the appropriate committee, the preparation of architectural plans for County buildings and their construction, and allocates space to County departments and agencies.

8. Community & Intergovernmental Relations.

- Initiates contact with other state and local governmental agencies, to recognize policy shifts, resolve developing conflicts, identify opportunities for cooperation, explore and evaluate potential operational efficiencies and cost savings.
- Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.

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- Handles the public relations affairs of the County and the County Board. Serves as the chief administrative spokesperson for the County, which role is to be coordinated with the County Board Chair, who acts as the chief elected spokesperson.
- Maintains good community relations, including ensuring timely investigation and response to citizen complaints and inquiries.
- Maintains positive, professional, and business-like working relationships with the community and other units of government. *It is unlikely an employee will perform all the duties listed, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive. No provision of this position description is intended to vest any duty, or grant any authority which is vested by law in any other County Officer, Commission, Committee, or Board.*

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- Bachelor's degree in public administration, business administration finance or related field is required with a Master's degree preferred. A combination of education or experience may be substituted for the specific degree major. ICMA Credentialed Manager certification is a plus.
- Significant experience in the administration of a complex organization required. A thorough knowledge of local government is preferred. A minimum of two-years of upper-level management experience is essential.
- Working knowledge of computers, computer programs, typing and data entry.
- Unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to prepare and to maintain a variety of documents including reports, analysis, and recommendations.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning Ability

- Ability to classify, compute, tabulate, and categorize data.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.

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- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to exert moderate effort in sedentary to light work, including ability to lift and carry up to 15 pounds at times.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to sit/stand at a desk for prolonged periods and to work on a computer.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date