



## Iowa County Wisconsin Job Description

<b>Job Title:</b>	County Administrator
<b>Department:</b>	Administration
<b>Reports To:</b>	Committee on Committees
<b>Approved By:</b>	County Board
<b>Approved Date:</b>	August 18, 2015
<b>FLSA Status:</b>	Exempt

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### **SUMMARY**

This position acts as the chief administrative officer of the County and performs highly responsible executive and managerial work. The duties and powers of the County Administrator shall be to coordinate and direct all administrative and management functions of county government. Work is performed independently subject to oversight by the Committee on Committees and County Board as provide for in Chapter 59.18 of Wisconsin State Statutes.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by the County Board.

#### **Administrative Duties/Responsibilities:**

1. Assures compliance and enforcement of County ordinances as well as State and Federal laws and regulations administered by Iowa County and sets administrative policy to that effect.
2. Executes the policies, resolutions and motions of the County Board and supervises compliance thereof.
3. Provides coordination of all County functions within the framework of a single, efficient, governmental unit. Recommends to the County Board reorganization, development of new functions or abandonment of old to improve coordination in County functions.
4. Directs all administrative and management functions of County Government through effective management skills, administrative order or otherwise, except those functions vested in Boards, Commissions or elected officers.
5. Exercises vision and creativity in approaches to County planning including the long range planning process and property management; coordination and problem solving in conjunction with County Board members and Department Heads.

#### **Personnel:**

6. Appoints, in accordance with County ordinances, all department heads of the County, except those elected by the people. All such appointments are subject to confirmation by County Board.
7. Supervises, evaluates performances as needed but at least annually and administers discipline to all appointed department heads.
8. Collaborates with the Employee Relations Director and legal counsel in the labor negotiations process with all county bargaining units.
9. Serves as a positive role model and creates an atmosphere that builds positive, professional and business-like relationships.

**Budgetary/Fiscal:**

10. Collaborates and coordinates with the County Finance Department to prepare, submit and administer an annual County Budget based on priorities established by and directives of the County Board and a 5-year Capital Improvement Plan.
11. Provides budget and Capital Improvement recommendations to the County Board. Approves appropriate budgeted department financial requests as delegated by the County Board.

**Public Relations and Monitoring of Legislation:**

12. Acts as the chief administrative spokesperson for the County and coordinates this role with the County Board Chairperson.
13. Coordinates the transaction of all County administrative business with Federal, State and local officials.
14. Builds trust and a positive image of Iowa County with other units of government.

**County Board and Committees:**

15. Coordinates, prepares and researches information and reports to the County Board and committees as necessary or requested. Assists with the preparation of County Board agendas.
16. Attends all meeting of the County Board, Committee on Committees and Standing Committee meetings, except when excused. Attends other meetings including committee meetings as necessary or requested.
17. Drafts resolutions pursuant to County Ordinance for consideration by the Board and instructs Corporation Counsel to draft necessary ordinances for the Board's consideration.
18. Proposes recommendations to the County Board such actions that will contribute to efficiency, productivity, and overall improvement of County operations.
19. Follows statute when appointing the members of all boards and commissions and presents recommended candidates for appointment to the County Board for confirmation.
20. Communicates monthly and annually, and when otherwise advisable, to the County Board on the condition and activities of the County and recommends such matters to them for their consideration as deemed necessary or advisable for expedient administration and coordination of County functions.

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**QUALIFICATIONS**

- Bachelor's degree in Public Administration, Business Administration, or closely related field required, Master's degree preferred.
- Minimum of three years of executive level administrative experience in business, industry or government required; financial management experience in a large organization required; experience in county or municipal government preferred.
- Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
- Experience in public sector management in a unionized work environment preferred.

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## **OTHER SKILLS AND ABILITIES**

- Considerable knowledge of State and Federal law, rules and regulations pertaining to County Government and the operation of County Government.
- Demonstrated grant writing and fund raising experience in the public/non-profit sector.
- Demonstrated competency in leadership and team building.
- Demonstrated effective oral, written and interpersonal communication skills.
- Demonstrated ability to plan, coordinate and lead others in the accomplishment of work.
- Demonstrated initiative for coordination of organizational functions and dedication to administrative teamwork and leadership.
- Demonstrated ability to prepare and edit concise, accurate fiscal and administrative reports.

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## **CONDITIONS OF EMPLOYMENT**

Ability to transport self to required meeting or appointments that occur outside of Iowa County Courthouse and typically is available at worksite within 45 minutes of callback.

Ability to work in office setting, using appropriate office equipment (computers, business software such as Microsoft Office, fax machines, copiers, scanners, smartphones, etc.)

Ability to sit, stand, walk for periods of time, lift and carry ten pounds often, occasionally move boxes of files 20-30 pounds.

Large percentage of time talking, hearing, problem-solving, using judgement, and near vision performing work inside. The noise level in the work environment is usually moderate.