



## JOB DESCRIPTION

Job Title: County Administrator	Step:
Department: Board of Commissioners	Grade:
Effective Date: 06/01/2019	Safety Sensitive
Revision Date:	FLSA Status: Exempt

### **General Purpose:**

The San Juan County Administrator (“Administrator”) executes the initiatives, policies, and directives on behalf of the San Juan County Board of Commissioners. The Administrator works in close coordination with elected officials, department directors, Commission office staff, and external agencies to effectuate the will of the Commission. The Administrator serves as the chief administrative officer of San Juan County with supervisory responsibilities for the entire administrative staff of the County, with a particular emphasis on managing the budget, personnel, administrative procedures, and open government practices.

**The Administrator is an executive-level at-will, career service-exempt appointee who serves at the pleasure of the Commission in a confidential capacity.**

### **Supervision Received:**

The San Juan County Board of Commissioners collectively supervise the Administrator. The Commission Chair works closely with the Administrator to communicate the Commission’s intent.

### **Supervision Exercised:**

The Administrator provides direct supervision to the department heads and managers of the following departments: Buildings and Maintenance, Public Works (?), Aging, Planning and Zoning (Building Department) and Landfill Operations. The Administrator also supervises the staff of the Commission Office, including the Public Lands Coordinator, the Administrative Secretary, and others as assigned.

## **Duties:**

The Administrator's duties are extensive and varied. Among others, the duties of the position include preparing and providing recommendations to the Commission regarding County business, representing the Commission both externally and internally, managing and directing staff, implementing policies and procedures, providing strategic leadership within the administration, and facilitating effective communication both internally among departments and externally with constituents and stakeholders. Major components of the position are as follows:

### **Commission Support and Representation**

- Attends Commission meetings to provide advice and receive direction. Introduces items for the Board of County Commissioner's consideration and ensures that background information is provided, as needed, to facilitate the Commissioner's consideration and understanding of agenda items.
- Advises the Commission, as well as other elected officials and department heads on matters relating to the functioning of county government.
- At the direction of the Commission, provides financial analysis for county programs and coordinates with the County's Budget Officer to prepare the county budget and manage financial activities, including the yearly independent financial audit.
- Attends meetings and events at the direction of the Board of Commissioners and represents the Commission at various functions.
- Facilitates new commissioner transition, onboarding, and orientation.

### **Administrative Leadership**

- Serves as the chief administrative officer for the County. Implements goals, programs, policies and procedures established and approved by the Board of County Commissioners.
- Manages day-to-day operations of the Commissioner's office to ensure that routine accounting, clerical support, budgeting, purchasing and maintenance support are available.
- Plans, directs, coordinates and supervises the functions of the departments of Buildings and Maintenance, Public Works, Aging, Planning and Zoning (Building Department) and Landfill Operations to ensure that the Commission's goals and objectives are achieved.
- Supervises the personnel processes for recruiting, hiring, evaluating, disciplining, and terminating staff who are employed by the departments listed above; works with HR to resolve employee disputes countywide as needed.
- Acts as the Risk Manager for the County. Assists departments in finding and developing grant opportunities.
- Maintains and upgrades professional knowledge, skills, and best practices in the County's interest by ensuring a high level of professional development for staff.
- Develops and recommends plans, programs, regulations, procedures and policies to improve financial and managerial status of the County.
- Acts as the primary policy-level coordinator and liaison between incident managers and the Commission during emergency situations.

## Communication and Engagement

- Facilitates effective communication between the County and the public. Emphasizes an approach that encourages open and accessible practices to foster confidence and trust in local government by the residents of San Juan County.
- 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 ensures that replies to inquiries are provided.
- Maintains a work/meeting schedule allowing for flexibility to respond to and be available to the public.
- Assists the Commission with communications with constituents, the media, and other officials.

The County Administrator will function in any other capacity and perform other appropriate work as directed by the Board of County Commissioners.

**Preferred Qualifications and Skills:** In addition to the required and desired characteristics, identified below, a preferred candidate will possess:

- MBA, MPA, JD, or similar advanced degree with five (5) years progressive experience in managing organizations, or a combination of education and experience.
- Excellent written and oral communication skills.
- Strong interpersonal communication abilities needed to work well with diverse socioeconomic and cultural constituencies.
- Possess or have the ability to quickly acquire the skills and knowledge associated with emergency incident management and applicable State and Federal laws and processes.
- Excellent problem-solving skills and the ability to take charge and maintain composure during complex or volatile situations.

**Desired Qualifications and Skills:** In addition to the required characteristics, identified below, a desired candidate The Administrator should will have the ability to:

- Research, compile, and summarize a variety of informational and statistical data and materials; prepare clear and concise reports, correspondence and other written materials.
- Recognize, investigate, and analyze a variety of complex problems and propose effective solutions.
- Speak effectively before groups of employees and public groups and respond to questions.
- Communicate effectively on behalf of the Commission with other elected and appointed officials and with other public or private organizations and individuals.
- Organize work, set priorities, meets critical deadlines, and follow up on assignments with minimum direction.
- Understand, interpret, and communicate complicated policies, procedures and protocols.
- Plan, organize, assign, direct, review and evaluate the work of staff along with selecting and motivating staff and providing for their training and professional development.
- Develop and maintain effective working relationships with employees, elected officials, the public, and other agencies.

**Required qualifications and skills:** A candidate must possess knowledge of:

- Principles and practices of public administration, governmental budgeting procedures, and public finance.
- Information management, personnel administration, program budget development, and strategic planning methods.
- State, federal and local laws, rules and regulations; methods and techniques of research, statistical analysis and report presentation; and supervisory principles and practices. Understands Utah Statutes and other regulations affecting County Governments.
- Computer applications for word processing, information storage and retrieval, spreadsheets, publishing, communications, scheduling and presentations.

**This description lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**Physical Demands and Working Conditions:**

The physical demands of the job range from sedentary to challenging. Much of the work is performed in an office setting; there are, however, times when the Administrator must respond to and work under adverse conditions during such emergencies as fires, hazardous material incidents and search and rescue events. The position may require significant travel and time spent away from home, and frequently requires attending meetings and events outside of standard work hours and on weekends.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; to use basic office equipment such as phones, computer, copier, etc. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus. Ability to perform, without additional assistance, all physical movements required for program administration, emergence and fire management and meeting attendance in various on and off-site locations.

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.