

**Jefferson County
Position Description**

Name:		Department:	Administration		
Position Title:	Assistant to the County Administrator	Pay Grade:	13?	FLSA:	Exempt
Date:	March 2023	Reports To:	County Administrator		

Purpose of Position

This position serves at the pleasure of the County Administrator and provides support to the County Administrator in the areas of budget and project management, grant writing, legislative tracking, internal program analysis, implementation of public relations and strategic marketing initiatives, and the implementation of the county's strategic plan and comprehensive plan.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Assists County Administrator in the formulation of strategic and organizational planning, including furthering initiatives relating to housing, strategic marketing, broadband expansion, transportation, and intergovernmental cooperation/collaboration and other key initiatives. Recommends objectives and associated goals for various departments/services to achieve the most cost effective and efficient operation possible.
- Assists the County Administrator in engagement outreach programs with various stakeholders in the county.
- Leads the development and implementation of the county's communication plan and strategy so that the county can improve its visibility and communications with the public. Assists the County Administrator, and assigned departments staff in the development of communication and engagement strategies; and provides support in communications and engagement planning, coordinating, and producing results.
- Develops press releases and helps with providing local media updates. Assists departments with matters involving interdepartmental functions and/or public relations.
- Provides oversight and acts as lead on complex studies, programs, and projects as assigned, including the development of County-wide initiatives, complex organizational studies and identification of administrative issues, and coordination of interjurisdictional projects.
- Performs a wide variety of professional-level analytical and administrative duties in support of assigned functions, operations, special projects, and research studies. Conducts research, compiles, and analyzes data, which may be accomplished in cooperation with department directors, for the purpose of improving the efficiency and effectiveness of operations.
- Prepares and presents various routine and non-routine reports relating to projects, activities, and potential new initiatives.
- Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues
- Represents the County at a variety of community events and activities in support of positive public relations initiatives and developing liaison relationships between the community and the County. Represents the County Administrator, when requested, before various boards, committees, and community groups.

- Supervises County offices/programs not under the direction of a department director; evaluates performance of assigned staff; collaborates with agencies to plan effective operations; and makes major decisions on personnel and budget requests.
- Acts as liaison with assigned departments regarding achievement of the County Administrator and County Board of Supervisor directives/policies; represents County Administrator's position on policy questions; and assists department staff in establishing programs and achieving objectives.
- Assists the County Administrator to develop policy and procedural recommendation for consideration by the Board of Supervisors.
- Attends meetings, conferences, and/or seminars as directed by the County Administrator.
- Undertakes at the direction of the County Administrator certain planning related tasks; Researches the availability of State and Federal grant-in-aid opportunities and author applications for grant funding; Undertakes, under the supervision of the County Administrator, special projects assigned to the County Administrator by the County Board of Supervisors.
- Works closely with the County Administrator and Finance Director in reviewing annual budget requests and managing the county's annual budget.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Perform other duties as assigned.
- Demonstrates dependable attendance.

Non-Essential Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- May be required to directly supervise a County Department in a Director's absence

Education and Experience Required to Perform Essential Job Functions

Minimum Education and Experience:

Bachelor's degree in Public Administration, Public Policy, Business Administration, Public Relations, or other closely related field and a minimum of three (3) years relevant experience in municipal government, a public body, or related field.

Any combination of education, training, and experience that would provide an opportunity to acquire the knowledge and abilities listed. Normally, this would include coursework or training in administrative support, or business management principles and practices, and three (3) or more years of experience providing increasingly responsible administrative and analytical experience to a high-level management position, preferably within a local government environment. While not an expectation, experience leading or supervising staff is a positive attribute, as this position requires a level of confidence to act on behalf of the CAO. Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. Those possessing an MPA (Masters in Public Administration) will be highly considered.

Recommended Education and Experience:

Preference may be given to candidates who meet the following criteria:

Master's degree in Public Administration, Public Policy, Business Administration, Public Relations, or other closely related field, and five (5) or more years of progressively responsible administrative experience in the public sector, with specific experience in public relations and in researching and implementing best practices.

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Other Requirements

~~Requires a valid Wisconsin State Motor Vehicle Operator's License and personal vehicle insurance by time of appointment.~~

Knowledge, Skills and Abilities

- Thorough knowledge of: the organization, services, programs, and functions of county government; services and programs of other governmental agencies; secretarial and administrative support practices; modern office management practices; office equipment and filing systems; standard office automation software and other electronic tools, including word processing, spreadsheet, and presentation software, Internet search engines, and e-mail and calendaring programs; standard English grammar, usage, and composition. Ability to: analyze situations and data and make sound decisions; prioritize work of self and others; maintain confidentiality of sensitive information; work independently with minimum supervision; multitask effectively despite interruptions; organize documents and data; keep accurate records; learn the CAO's style of expression in order to compose routine correspondence in his/her absence and to clarify wording or sentence structure without necessitating review; learn the County's budget and agenda review processes; meet strict deadlines; adjust to changing priorities; represent the County with tact, professionalism, and diplomacy; train others on office policies, procedures, and tasks; accomplish work through effective supervision and delegation; gather, select, extract, organize, and present data for use by supervisor or professional staff; prepare a variety of written documents, such as correspondence, procedures, and performance evaluations; prepare required forms and reports accurately and completely; interact and communicate tactfully and professionally with a wide range of people, including high-level government officials, community leaders, union representatives, county employees, and members of the general public.
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- the organization, services, programs, and functions of county government; services and programs of other governmental agencies;
- Work requires the exercise of considerable judgment, initiative, strategic visions, and discretion
- Must demonstrate exemplary ethics and act with integrity
- Ability to think analytically and apply sound judgment, solve problems, and make effective decisions
- Ability to develop and execute strategic plans and managerial policies, prioritize the needs of the County, champion and manage change, and articulate County leadership's priorities
- Ability to make independent decisions
- Outstanding organizational skills
- High degree of accuracy/attention to detail with multi-tasking capabilities
- Must maintain confidentiality of sensitive information
- Ability to learn and perform any specialized operations of the county
- Must ensure best in class customer service is provided to both internal and external customers
- Comprehensive knowledge of the principles and practices of public administration and local government structure, services, programs, and functions
- Ability to develop and maintain effective and appropriate liaison relationships with the County Board, elected officials, Jefferson County employees, the public, and representatives of other agencies and local governments

- Advanced interpersonal skills necessary to represent the County appropriately and effectively, with tact, professionalism, and diplomacy, at a variety of community events and activities in support of positive public relations initiatives
- Ability to interact with all parties, entities, and community organizations in the development of messaging and implementation of strategic goals and objectives
- Excellent verbal and written communication skills, including analytical report writing
- Advanced proficiency in English grammar, spelling, punctuation
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Excellent computer skills that at a minimum include presentation software, financial management software and applications, and all modules of Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.)
- Ability to plan, direct and evaluate the work of others, while maintaining positive working relationships
- Considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation
- Ability to work independently and prioritize the work of self and others to meet deadlines
- Excellent time management skills, with the proven ability to continuously manage multiple tasks, competing demands, and dealing with frequent changes, delays, or unforeseen circumstances
- Being highly organized with strong project management and project team leader skills
- Ability to facilitate meetings effectively and efficiently
- Being a collaborator with the ability to work with teams of employees from all levels of the organization to accomplish specific goals and objectives
- Ability to plan, direct and evaluate the work of others, while maintaining positive working relationships
- Innovation and proven experience in conflict resolution and problem solving are critical as they aid in the research and evaluation of issues, proposal of actions, policies, and solutions for a growing and progressive community

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date

