

Jefferson County

Position Description

Name: _____ **Department:** Administration
Position Title: County Administrator **Pay Grade:** 26 **FLSA:**
Exempt
Date: October 2024 **Reports to:** County Board

Purpose of Position.

As Chief Executive Officer, appointed by a majority vote of the board of supervisors, the purpose of this position is to provide direction and oversight for all departments of Jefferson County corporate government within the policy framework established by the County Board.

Essential Duties and Responsibilities

In accordance with Wisconsin Statute 59.18 and Resolution No. 12 adopted in 1970 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.

- Coordinates and directs administrative and management functions of the County government not otherwise vested by law in boards or commissions, or in other elected officers.
- Appoints and supervises the heads of departments of the County except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers.
- Appoints the members of all boards and commissions where the statutes provide that such appointment shall be made by the County Board or by the Chairperson of the County Board, subject to the confirmation of the County Board.
- Reviews and recommends changes to County staffing levels.
- Oversees employee management decisions, including approving time off, administering disciplinary actions, and authorizing terminations for County personnel.
- Monitors expenses and revenues, preparing monthly expense and revenue report to State and County.
- Prepares an annual report that describes operational effectiveness. Assures compliance with performance standards and annual department goals.
- Develops and submits the annual budget to the County Board, and at minimum, annually communicates to the Board the condition of the County and recommends such matters to the Board for its consideration as considers expedient.
- Provides guidance to the department heads and assists the Finance Committee in reviewing the annual recommended budget.
- Works with the Finance Department and department heads on monitoring the execution of the approved budget.
- Makes budget adjustments and recommendations for budget amendments based on needs of the County and financial conditions.

- Prepares, plans, and recommends policy and program changes for the County Board's consideration.
- Represents the County's interests when working with other governmental units, non-profits or other individuals/ business working with the County.
- Stays current on local, state, and federal laws as they affect the County.
- Prepares the monthly County Board agenda and packet, including writing or reviewing of ordinances, resolutions, and reports; ensures appropriate staffing support is available at committee meetings.
- Administers and oversees the County's purchasing policies and procedures.
- Signs and approves County documents as authorized or directed by the County Board.
- Understands and remains current with changing and emerging technologies and other advancements to position the County in the best financial and strategic position.
- Conducts organizational reviews to identify strengths, weaknesses and opportunities and to evaluate operational effectiveness to best implement County values and culture as set forth in the County's strategic plan and long-term goals.
- Establishes short and long-range plans, strategies, goals and objectives for the department that are in alignment with County strategic plan and other County planning documents.
- Negotiates, prepares, and monitors agreements and contracts for services.
- Responds to inquiries and/or complaints from customers or other parties and takes action steps to resolve issues.
- Serves as the County's chief labor negotiator.
- Maintains confidentiality and complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop, or as needed by the County Board.

Minimum Training and Experience Required to Perform Essential Job Functions

- Minimum of Bachelor's degree in Public or Business Administration with a minor in Finance preferred, or related field or any combination of education and experience.
- Eleven years of government administrative management.
- Progressive supervisory and management experience.

Preferred Training and Experience Required to Perform Essential Job Functions

- Master's degree in public or business administration or related field. Major areas of study in public administration, political science, finance or accounting preferred.

Other Requirements – Certificates/Licensures

- Valid driver's license.

Knowledge, Skills, Abilities

- Ability to maintain a strong sense of professional and personal integrity, ethics, and standards.
- Ability and skills to develop, recommend, and implement effective plans and programs and objectively evaluate progress toward goals and timetables.
- Ability to develop and effectively present information clearly and in an interesting manner to elected officials, news media, employees, and the general public.
- Ability and skill to establish and maintain effective working relationships with staff personnel, community, and Board officials, other elected officials, State and Federal representatives, and the general public.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to reliably and predictably carry out one's duties.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to write speeches and articles using original or innovative techniques or style.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Knowledge of current management principles, practices, and techniques as they pertain to local governmental administration including: coordination of varied activities of a large organization and staff; budgeting and budgetary control; fiscal analysis and management; personnel management, public sector labor relations and contract negotiations, and equal employment opportunity principles; strategic and organizational planning; program development and evaluation; management information systems; organizational behavior, psychology, and development; risk management and safety; professional standards of practice and ethics.
- Knowledge of local, State, and Federal legislation affecting county government.
- Knowledge and ability to handle cash management and investment of County funds including bonding and capital outlay.
- Knowledge of funding resources including governmental and private grant availability and procedures.
- Skill in leadership and skills to plan, organize, direct, and coordinate the administration, financial, and operational functions of County government.
- Skill in working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Involves supervisory responsibility for one or more full-time individuals, involvement in the recruitment and selection process of employees, prepares and conducts employees' performance appraisal, disciplinary measures, and assists with the hiring and firing process. Additional responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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