

County Administrator

Department: Administration

Reports to: County Court

Classification: Exempt

Grade: Estimated 136

Salary Range: TBD

Summary

The County Administrator is appointed by and serves at the pleasure of the County Court. The County Administrator manages the activities of the County by implementing the policies and goals of the County Court. The incumbent is responsible for coordinating operations between independent departments and county service districts, and for providing advice and policy recommendations to the Court. The County Administrator oversees appointed department directors and coordinates with elected department directors to accomplish objectives that support County goals.

Crook County is a full-service local government with the following operations:

- Community Justice including the Sheriff's Office, Patrol and Special Services, Jail, and Parole and Probation; District Attorney and Victims Assistance, and Juvenile services.
- Public Infrastructure including Roads, Landfill, and Airport.
- Community services including Health and Human Services, Veterans Services, Fairgrounds, Library, Clerk, Community Development and Weed Control.
- Administrative and support services including Assessor, Facilities, Information Technology, Human Resources, Finance, Legal and Administration.

The County has two collective bargaining units; the Crook County Deputy Sheriffs Association and Oregon AFSCME Council 75/AFL-CIO.

Essential Job Functions

The information provided below encompasses the essential functions and capabilities linked with this position.

The County Administrator serves as an experienced administrator with proficiency in overall municipal operations and exceptional communication and interpersonal skills.

Demonstrates efficiency, organization and ability to prioritize effectively. In working with staff, the County Administrator is approachable, supportive, and maintains a positive outlook while mitigating difficult and/or sensitive situations.

Empowers staff by providing clear direction, establishing high standards of accountability and allowing directors/managers to manage their departments. The County Administrator has the

ability to foster an atmosphere of teamwork and collaboration and embodies honesty with a strong sense of personal and professional integrity.

Develops and maintains an excellent working relationship with the Court on both an individual and collective basis. Maintains the ability to keep the Court accurately informed in a timely manner, has an open-door policy for the Judge and Commissioners and provides timely, well-researched recommendations, analysis and alternatives to the Court so that they may make informed decisions.

Adept at assisting the Court in translating their vision and goals into action plans with the ability to carry out their intentions and directions in a positive and transparent way.

Directs and coordinates the overall management of County Government in accordance with policies set by the County Court, and state statutes; acts as liaison between the Court, departments, elected officials, the public, and federal, state and local government agencies.

Prepares Court meeting agendas consistent with Court operating practices.

Works with the Court and County staff to ensure that Court orders, ordinances, and resolutions are prepared consistent with the direction of the Court.

Supports and coordinates the Court's development of goals, both short- and long-term. Develops objectives and strategies to achieve goals, ensures the development and alignment of department strategic plans and annual work plans with County goals. Implements goals and reports to the Court on the performance of the organization relative to the goals.

Serves as the County's Budget Officer. Reviews requested budgets submitted by all County departments and the Road District; and presents proposed budgets and department work plans that support Court goals consistent with fiscal policies for consideration by the County Budget Committee. Forecasts and monitors revenues and expenditures throughout the year, proposing budget adjustments as needed.

Ensures coordination and cooperation between County departments, service districts and statutory entities; facilitates interdepartmental communication and problem solving; encourages County-wide consensus on the elimination of service duplication.

Oversees, coordinates and performs special projects as necessary to accomplish goals.

Work with the Court to develop a County-wide communications plan and strategy with other government agencies inclusive of the development of intergovernmental programs and projects and resolution of intergovernmental problems and issues.

Work with the Court to develop a County-wide public relations and information program inclusive of oversight, responses to complaints and inquiries from the news media, the public and County employees.

Consults with the County Court on the hiring and dismissal of appointed department directors; County Administrator recommends hiring department directors to the Court, with the Court, by majority ratifying hiring of appointed department directors. The County Administrator evaluates, disciplines, including dismissal, and directs directors in accordance with Court

policies and applicable legal requirements. The County Administrator may recommend reorganization, with Court approval to improve operation and organization effectiveness.

Directs the daily operations of the Court office; hires and supervises professional and administrative support staff to provide quality service to citizens and County staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs;

Work with the Court and departments to update the County's purchasing policy, practices and processes.

Work with the Court and departments to review the organization's oversight, practices and processes for contracts and grants, risk management and property management.

Competencies: Knowledge, Skills, Abilities

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

Strong budget and financial management skills and the ability to continue the County's excellent budgeting and fiscal policies. The County Administrator must be fiscally responsible and possess the ability to manage within established budgetary constraints. The individual works effectively with department heads, elected officials, the Court and the community to develop the best financial solutions for the County while possessing the ability to prioritize and innovatively meet County needs. The County Administrator must have advanced knowledge and background in Oregon Budget law.

The County Administrator maintains advanced working knowledge of labor and employment law and maintains a positive reputation for working in a collaborative manner with all groups of employees. In addition, the person possesses excellent problem-solving skills, has the ability to develop solutions and make good decisions. The County Administrator must be impartial, fair and able to generate trust within the organization.

The County Administrator has the ability to develop and maintain effective partnerships with other governmental entities and recognize that regional involvement, cooperation and collaboration is essential to the overall welfare of the County. They are a part of local, regional and other professional networks in order to bring new ideas to staff and the Court and to gain insight into challenges and solutions.

The County Administrator is a creative problem solver. They have the ability to multi-task all of the different ongoing County business needs while simultaneously communicating with staff and members of the community and generating a feeling of trust that things are being taken care of properly and effectively. The County Administrator has an affinity and a feel for small, rural growing communities and an appreciation of the community values.

Required Education, Training, and Experience

Bachelor's degree in public and or business administration or related field.

Five or more years of local government management experience as a County and or City Administrator/Manager, Assistant County and or City Administrator/Manager or multi-department head position or equivalent combination of education and experience required. Certification as an ICMA Credentialed Manager, and Oregon experience is preferred.

Supervisory Responsibility

This position supervises approximately fourteen appointed department directors/managers and administrative support staff. Additionally, the position works with an additional six elected officials that oversee various departments and functions and collaborates with two managers overseeing County special districts.

Work Environment

The following work environment(s) exist in the performance of this position.

- Remain in a stationary position (sitting or standing) for extended periods of time, occasionally stand, walk, stoop or kneel for extended periods of time.
- Exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects.
- Maintain sustained concentration on computer screens and use keyboards and a variety of peripherals.
- Work is generally performed in an office setting.

Reasonable accommodations may be made to individuals with disabilities to perform the essential functions

Position Type and Expected Hours of Work

This is an exempt position

Work Environment

This position requires occasional travel

