

# FRANKLIN COUNTY ADMINISTRATOR JOB DESCRIPTION

March 2015

**TITLE:** County Administrator

**DEPARTMENT:** County Administration

**REPORTS TO:** Board of County Commissioners

**SALARY:** \$116,000 - \$121,000 Annual DOQ

## **SUMMARY:**

The County Administrator provides professional assistance to the Board of County Commissioners for fiscal and budget matters under Board jurisdiction, and is responsible for ensuring effective management of all non-elected departments including: Public Works, Planning and Building, Information Services, Facilities, TRAC, and RV Park. The Administrator receives direction from, and makes reports and recommendations to the Board. This position executes budgetary and other actions as may be delegated herein or by subsequent official action. The County Administrator is an at-will appointed position, serving at the pleasure of the Board of County Commissioners.

## **EXAMPLES OF JOB DUTIES:**

- Submit a recommended balanced preliminary annual county budget to the Board together with justification for all recommendations. This shall include review of and recommendations on all items in the proposed budget, including revenue, expenditures and reserves.
- Provide for effective budget administration of all budgeted funds and make recommendations to the Board regarding adjustments, transfers and additional personnel.
- Develop and maintains professional relationships with all County Elected Officials to support accomplishment of County goals and objectives
- Assist the Board in developing and implementing County goals and strategic policy objectives. Ensures staff support of the same.
- Provide professional staff support to the Board, which includes preparing reports and recommendations on County matters.
- Develop and maintain strong, cooperative working relationships with department heads and staff in support of Board approved County objectives.

# FRANKLIN COUNTY ADMINISTRATOR JOB DESCRIPTION

March 2015

- In coordination with Human Resources, perform annual performance reviews for non-elected department heads and take appropriate action to address all levels of employee performance.
- Participate in labor negotiations as requested by Human Resources.
- Provide comprehensive management and oversight of facilities upgrade projects.
- Other duties as assigned by the Board of County Commissioners.

## **WORKING CONDITIONS:**

Work is performed primarily in an office environment. Physical demands include sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving and carrying up to 40 pounds, and operating standard office equipment.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of Washington State and local budgeting and fiscal management policies and procedures; personnel management; management analysis and planning techniques.

Ability to analyze and evaluate complex operations which affect management and budget, conduct management surveys and studies, communicate effectively, and establish and maintain effective working relationships with a wide variety of people.

Familiarity with Washington State laws which significantly impact County operations.

## **EDUCATION AND EXPERIENCE:**

Bachelor Degree from an accredited institution, plus 4 years progressively responsible organizational management experience, preferably in the public sector.

## **LICENSES, CERTIFICATES, & OTHER REQUIREMENTS:**

Valid Washington State driver's license required

Ability to pass a criminal background check