

## **PORTAGE COUNTY**

### **Board of County Commissioners County Administrator**

**TITLE:** County Administrator

**JOB OBJECTIVES:** The County Administrator is appointed by and serves at the pleasure of the Portage County Board of Commissioners acting as the administrative official of the County under the direction and supervision of the Commissioners. The Administrator directs, administers and coordinates the activities of Portage County in accordance with policies, goals and objectives established by the Board of Commissioners and consistent with Section 305.30 of the Ohio Revised Code. All department heads under the Portage County Board of Commissioners report to the County Administrator.

#### **ESSENTIAL JOB FUNCTIONS, as provided for in Ohio Revised Code 305.30:**

- Administer, enforce and execute plans, goals, objectives, policies, procedures, directives and resolutions of the Board; recommend measures for adoption to the Board.
- Supervise and direct the activities and affairs of the divisions of county government under the control or jurisdiction of the Board; supervise department heads and assigned staff in the performance of their job duties; evaluate the organization, administration and services offered by the departments and recommend policy, procedure and staffing changes to the Board; conduct regular meetings with staff to review county departments' progress, accomplishments, budgets and operating plans; ensure that county short and long range goals and objectives are achieved.
- Attend all meetings of the Board at which the County Administrator's attendance is required by that body; actively participate as a member to various boards, commissions, or organizations when assigned by the Board.
- Prepare and submit to the Board reports required by that body, or that it considers advisable, including but not limited to reports reflecting status of county programs; confer with the Board of Commissioners to apprise of program status, financial conditions, etc.
- Keep the Board fully advised of the financial conditions of the county, assist in the monitoring of budgets and appropriations, including preparation and submittal of budgets for the next fiscal year.
- Contract on behalf of the Board within limits provided by a resolution of the Board.
- Allow and pay claims for goods received and services rendered within limits provided by a resolution of the Board.
- Perform any or all personnel functions otherwise conferred or incumbent upon the Board of County Commissioners under ORC Chapter 124, or any other chapter or section of the Revised Code, as assigned by a resolution of the Board.
- Perform any or all functions conferred or incumbent upon the Board of County Commissioners in the case of a disaster or emergency as assigned by a resolution of the Board.
- Act as liaison with elected officials, public officials, general public, and local business community, attend meetings and prepare reports and studies at their request; speak to various community groups on various county programs and policy matters; receive and resolve complaints and problems; develop and direct official county response.
- Interpret laws, rules and regulations; assure that program activities are within county, state, and federal law and regulation; confer with the County Prosecutor regarding contracts and legal documents.

- Any other duties the Board may assign via resolution.

## **NON-ESSENTIAL JOB FUNCTIONS:**

Performs related Essential and Non-Essential functions as needed.

### **I. JOB REQUIREMENTS**

**Equipment:** Incumbent operates the following equipment: computer, printer, fax machine, copier, phone system, calculator and other standard business office equipment.

**Computer Software:** Ability to utilize electronic spreadsheets, general office software as well as account management software including but not limited to Microsoft Office Suite and Munis.

#### **Critical Skills/Expertise:**

- Knowledge of the principles and practices of governmental administration, government structure and processes, public administration, management, employee relations, office practices and procedures, budgeting.
- Knowledge of state, federal and local laws, rules and regulations.
- Knowledge of community dynamics including intergovernmental relations, civic organizations and special interest groups.
- Ability to communicate effectively orally, in writing, and by using presentation software.
- Ability to work independently with minimal daily supervision and to know when to seek guidance.
- Ability to keep the Board of Commissioners apprised of critical issues and must have an instinct to know which issues are most critical.
- Ability to handle more than one assigned task in a calm, competent manner.
- Must have a keen sense of organization.
- Ability to work effectively with a variety of County personnel, including appointed and elected officials, and general public.
- Ability to exercise acute judgment.
- Ability to interpret and analyze a variety of data and information and to develop effective, concise, management reports and statements.
- Ability to direct the work of others.
- Ability to resolve complaints from citizens.
- Ability to understand, interpret, and communicate complicated policies, procedures and protocols.
- Ability to plan, organize, direct, review and evaluate the work of staff along with selecting and motivating staff and providing for their training and professional development.

**Job Standards:** Bachelor's degree in Public Administration, Business Administration or a closely related field is required and a minimum of five (5) years related experience in a political jurisdiction of the State of Ohio that includes financial management and supervisory responsibilities or an equivalent combination of education, training and experience which provides the knowledge, skills and abilities required for the job. Preferred: Master's degree in Public Administration, Business Administration or a closely related field at least ten (10) years of executive level experience in county government. Must possess a valid driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

### **II. DIFFICULTY OF WORK**

Work involves working at an executive level providing advice and consultation to the Portage County Board of Commissioners, planning, organizing, directing and managing Portage County's administrative functions and activities and performing all duties and maintaining all powers as stated in Section 305.30 of the Ohio Revised Code.

### III. RESPONSIBILITY

The County Administrator reports to and is appointed at the pleasure of the Portage County Board of Commissioners. The Administrator is responsible to the Board of Commissioners for the overall management and administration of all County departments under their jurisdiction; acts for and formulates and implements policy on behalf of the Board of Commissioners and for the coordination of all county agencies and offices.

### IV. PERSONAL WORK RELATIONSHIPS

Incumbent has continual contact with the County Board of Commissioners, elected officials, Board of Commissioners staff, department managers and their staff, public officials, local business community and the general public.

### V. PHYSICAL EFFORT AND WORK ENVIRONMENT

#### Physical

#### Requirements:

Incumbent generally performs sedentary work that may occasionally require lifting to fifteen (15) pounds and that may occasionally require outdoor work. Ability to operate a motor vehicle.

#### Physical Activity:

Incumbent performs the following physical activities: stooping, kneeling, reaching, lifting, fingering, talking, listening, driving, standing and repetitive motions.

#### Visual Activity:

Incumbent performs work where the seeing job is close to the eyes and a computer monitor may be used for extended periods of time.

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