

## **Champaign County Job Description**

**Job Title:** County Administrator

**Department:** Administrative Services

**Reports to:** Chair of the Champaign County Board

**FLSA Status:** Exempt - Appointed Position

**Grade Range:** N

**Prepared Date:** August, 2009

### **SUMMARY**

Under policy direction, the County Administrator is responsible for advising and assisting the County Board and for enforcing such ordinances, orders, regulations, and resolutions as adopted by the County Board. Work is performed with considerable independence using considerable initiative, discretion, tact, and judgment within administrative policies and regulations and the ordinance establishing the office of the county administrator. Work is reviewed by the County Board through review of accomplishments, cost-effective services to county residents, and the quality of administrative services provided.

### **SUPERVISORY RESPONSIBILITIES**

The County Administrator is responsible for direct supervision of the staff of the Administrative Services Department, and supervises the supervisory/administrative personnel in the following departments: Animal Control; Emergency Management Agency; Facilities Management; Highway; Information Technology; Supervisor of Assessments; and Office on Zoning.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervises and administers all phases of the budgetary process; reviews departmental and agency budget requests and submits the budget to the county board;

Selects, employs, supervises, suspends, and discharges personnel under jurisdiction of the board; revises and implements personnel policies and procedures;

Negotiates leases, contracts and other agreements for goods or services, subject to the approval of the board; enforces provisions of contracts and agreements; develops, installs and maintains a centralized system for purchasing goods and services;

Directs the care and custody of all county property;

Directs and maintains communications and information processing systems;

Recommends long-term capital improvement plans;

In cooperation with the County Board Chair and Committee Chairs, assists and coordinates in the preparation and distribution of the agendas for all county board and committee meetings;

makes recommendations to the county board; and follows through on board decisions and makes periodic reports to the county board;

Carries out directives of the board; enforces all orders, resolutions, ordinances and regulations;

Represents the county in its relations with other governments.

Monitors and recommends organizational changes to the county board for county departments and agencies;

Drafts, recommends and supports legislation in support of the County's interests and objectives; may represent the County at State legislative meetings and informs the county board of governmental action that may affect the county;

Performs related work as required.

### **KNOWLEDGE, SKILLS and ABILITIES**

Thorough knowledge of the art of administrative and executive management of county government;

Thorough knowledge of modern governmental programs including accounting, budget, finance, personnel, purchasing, communications, information systems, and public works;

Considerable knowledge of current trends and developments in the organization and management of county government;

Considerable knowledge of the laws, rules and regulations in county government;

Ability to comprehend and apply county ordinances, directives, resolutions, and state laws relating to county government;

Ability to establish and maintain effective working relationships with the Champaign County Board, county elected and appointed officials, county employees, labor unions, and representatives of government agencies;

Skill in analyzing organization structure, staffing patterns, and program objectives and making recommendations for improvement;

Skill in communicating effectively, verbally and in writing;

Skill in developing and administering operating and capital improvement budgets.

### **EDUCATION and/or EXPERIENCE**

Minimum of a four year degree from an accredited college or university in public or business administration or a closely related area, preferably supplemented by a master's degree in public

administration; considerable progressively responsibly public or private sector managerial experience (5-7 years) requiring the planning and execution of administrative operations, the budgeting and control of revenue and expenditures, the coordination and leadership of diverse departments and functions, and the service to elected or appointed boards of directors or their equivalent; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Illinois Driver's License; safe driving record; and proof of insurability;

U.S. citizenship upon appointment and county residency required.

### **PHYSICAL DEMANDS**

This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving and carrying light objects, operating office equipment, and driving an automobile.

### **WORK ENVIRONMENT**

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.

**REFER TO ORDINANCE NO. 837 REGARDING DUTIES, POWERS AND RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR.**