

## **Champaign County Job Description**

**Job Title:** Director of Administration

**Department:** Office of the County Executive

**Reports to:** County Executive

**FLSA Status:** Exempt

**Grade Range:** L

**Prepared Date:** December 2020

### **SUMMARY**

Provides human resource management and administrative support in a wide range of functions of county government under the supervision of the County Executive, as well as development and administration of County policies, programs and goals.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

Includes the following. Other duties may be assigned.

Under the direction of the County Executive, responsible for the development, implementation and enforcement of personnel policies and other administrative policies ensuring that such policies are always in compliance with ever changing federal, state and local laws and regulations.

Responsible for ensuring the County maintains a comprehensive record keeping system with regard to all human resource regulatory compliance including EEO and ADA.

Responsible for managing and maintaining the County's salary administration system for all positions, with the exception of the positions of the Regional Planning Commission.

Responsible for the development and implementation of annual performance review programs and exit interview process for all positions under the supervision of the County Executive.

Responsible for assisting department managers in maintaining a qualified and motivated staff by providing advice and assistance in: advertising vacancies; screening; selection; hiring orientation; evaluation; disciplinary proceedings and recommendation for termination; ensuring all processes occur in accordance with city, county, state and federal laws and program rules and regulations. Serves as county Ethics Officer.

Works with Director of Finance in preparation of the annual budget through review of department budget requests regarding personnel to ensure staffing budgets are in compliance with the current salary administration plan for all offices and updating staffing budgets for the ensuing fiscal year.

Supervises Insurance Specialist and Payroll Accountant.

Responsible for developing and overseeing appropriate management and employee training and development programs.

Provides support to the County Executive in any other projects or programs as directed by the County Executive.

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

Knowledge of modern governmental programs including progressive personnel practices and policies.

Knowledge in the laws, rules and regulations of county government.

Possess the ability to manage and organize a number of projects at the same time  
Be an excellent communicator, an effective listener, and possess good oral and written communication skills.

Be a role model in the organization for ethical behavior and professional conduct.

Provide leadership in establishing and promoting an open, proactive relationship with employees, supervisors, and department heads throughout the County organization.

### **EDUCATION and EXPERIENCE**

Master's Degree in Human Resources, Business Administration, or related area, and three years' experience. Or, Bachelor's degree in a related field and five years' relevant experience. Must be able to utilize a variety of common software applications, such as Microsoft Office Suite, or specialized software applications such as Kronos HR.

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

As 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.

### **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.