

MEDINA COUNTY COMMISSIONERS
Job Description
ASSISTANT COUNTY ADMINISTRATOR
COMMISSIONERS



SUMMARY

The Assistant County Administrator reports to the County Administrator. Serves in place of the County Administrator in the Administrator's absence. Responsible for assisting the County Administrator with the planning, organizing, directing, and managing of Medina County's administrative functions and activities; Provides advice and consultation to the County Commissioners. Responsible for delegated areas of County operations & functions; Assists in the development & review of County budget; Performs special studies and projects as directed. Work is reviewed by the County Administrator through conferences, reports and observation of results achieved.

PRINCIPLE DUTIES & RESPONSIBILITIES:

- I. Serves as County Administrator in the Administrator's absence. Assists with planning, organizing, directing, & managing the administrative functions & activities of the County; Interacts with the Board of Commissioners providing advice & recommendations on policy matters and informing them of important events & legislation; Serves as a liaison with the Board; Assists with the development and implementation of County goals, objectives, and priorities; Works directly with the County Administrator in support of various projects. Assists in the supervision of the daily operations of County government. Interprets applicable laws, rules, codes, and regulations affecting County services and programs; Represents the County Administrator and the Board with the public, community organizations, and other government agencies; Administers service contracts and property utilization as directed by the County Administrator or Board. Analyzes and recommends policies and procedures for the orderly conduct of County administrative affairs.
- II. Assists with the development and oversight of the County budget, working with department heads on budget requests. Reviews departmental budget requests; provides advice, assistance and authorizes changes as necessary. Directs the continuous review of County expenditures through the fiscal year. Develops fiscal and organizational plans for the Board. Directs surveys and studies on a wide variety of routine administrative and budgetary subjects and makes recommendations to the Board. Confers with representatives of other jurisdictions, developers, private industry, civic and community groups on matters of interest pertaining to assigned departments or functions.
- III. As assigned, supervises and coordinates the management of the County Administrator's and Commissioners' office staff. Directs department heads in the daily management of County operations. Approves criteria for evaluation of effectiveness of departmental programs and operations. Evaluates departmental performance. Recommends pay adjustments for Board approval. Assists department heads with administrative problems and procedures. Provides long range planning and policy direction in assigned areas. Has direct management and administrative oversight responsibility for assigned functions; Coordinates assigned functions with County Departments and outside agencies; Provides supervision, training, and work evaluations for assigned staff; Directs those departments, agencies, etc. assigned to the incumbent and includes setting standards and goals for evaluation of performance as well as long range planning and policy development. Conducts fact-finding studies, observes operations and determines changes needed to departmental policies or procedures.

Position Control #: 10168.0
Class Title: _____
Normal Working Hrs : Fr 8 a.m. to 4:30 p.m. County of Employment: Medina Working Title: Assistant County Administrator Pos # & Title of Supervisor: 08121----County Administrator

IV. Initiates and carries through to completion special programs and projects as directed by the County Administrator or Board. Prepares and presents a variety of complex reports and recommendations. Attends meeting of the Board and makes recommendations on administrative and budgetary matters. Participates in regional meetings and projects with other governments. Acts as a liaison with various local, state and national associations.

Class Title / Position Number of Position(s) Supervised:

To be assigned by County Administrator

Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Modern managerial techniques, principles & practices; (2) Local government operations & administration; (3) Departmental operations & administration*; (4) Theories, principles & practices of public administration; (5) Organizational structures, functions, operations, objectives & goals of county government; (6) Community dynamics including intergovernmental relations, civic organizations & special interest groups; (7) State & local governmental legislative procedures; (8) Administrative survey principles & techniques; (9) Principles & practices of governmental budgeting; (10) Modern office methods & procedures; (11) Current social, political, & economic laws, regulations & trends as they relate to county governmental activities & service 	<ul style="list-style-type: none"> Directs the continuous review of County expenditures through the fiscal year Long range planning & policy direction Supervise Administrator's & Commissioners' office staff Oversight responsibility for assigned functions Setting standards & goals for evaluation of performance Prepares & presents a variety of complex reports & recommendations
Skills:	<ul style="list-style-type: none"> (12) Skill to plan, develop, & implement policies & procedures; (13) Skill to manage, direct, & oversee assigned functions & responsibilities; (14) Skill to supervise, train, & evaluate assigned staff; (15) Skill to assist with development & administration of County budget ; (16) Skill to perform complex research, & analytical work; (17) Skill to read & interpret laws & regulations affecting the operations, programs, & services of the County; (18) Skill to provide advice & consultation to the Board; (19) Skill to prepare a variety of comprehensive reports; (20) Skill to make effective oral & written presentations; (21) Skill to effectively represent the County Administrator & Board responding to inquires, providing assistance, & dealing with public, community organizations, boards & other government agencies; (22) Skill to establish & maintain cooperative working relationships; 	<ul style="list-style-type: none"> Serves in the absence of County Administrator Interacts with the Board providing advice & recommendations Writes reports & keeps necessary records Serves as a liaison with the Board Provides supervision, training, & work evaluations for assigned staff Assists department heads with administrative problems & procedures.
Ability:	<ul style="list-style-type: none"> (23) Ability to identify, analyze & solve administrative problems & render advice & assistance; (24) Ability to gather & analyze data & draw logical conclusions; (25) Ability to prepare detailed reports & related memoranda; (26) Ability to communicate effectively, both orally & in writing; (27) Plan, organize, direct, & control a broad program of administrative services for the county; (28) Coordinate administrative activities of a complex organization; (29) Plan, direct & evaluate work of others; (30) Develop long range fiscal & operational plans; (31) Analyze & develop recommendations on complex administrative & operational problems & proposals; (32) Prepare & present comprehensive oral & written reports & recommendation; (33) Interpret, explain, & apply complex laws, rules, & regulations; (34) Deal effectively with highly sensitive issues; (35) Work cooperatively with staff & public 	<ul style="list-style-type: none"> Plan, organize, direct, & manage administrative functions & activities of the County Develop & implement County goals, objectives, & priorities Supervise daily operations of County Interpret applicable laws, rules, codes, & regulations Represent County to the public, community organizations, & other government agencies Administers service contracts & property utilization Recommends policies & procedures

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

- 1) Requires any combination of education and experience equivalent to graduation from an accredited four year college or university,. A Master's Degree is desired.
- 2) Six to eight years of progressively responsible experience in public administration and budget analysis or any equivalent combination of training and experience.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Represents the County Administrator by serving as liaison to the County Board,
- Manages efforts to assist and coordinate county departments and agencies
- Researches administrative practices in County departments and recommends changes to improve the efficiency and effectiveness of such practices.
- Assists the County Administrator in preparation and development of the annual County budget
- Receives reviews and analyzes proposed, new or revised state and federal legislation to determine its possible impact on the County. Summarizes findings and reports them to County Administrator.
- Manage various issues and information in a confidential manner

MAJOR WORKER CHARACTERISTICS

- Analytical ability to synthesize complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures;
- Generates creative solutions; Demonstrates attention to detail;
- Identifies and resolves problems in a timely manner;.
- Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Develops project plans; Coordinates projects; Communicates changes and progress;
- Completes projects on time and budget; Manages project activities;
- Manages difficult or emotional situations; Responds promptly to requests for service and assistance; Meets commitments;
- Maintains confidentiality; Remains open to others' ideas and tries new approaches;
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings;
- Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information;
- Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive spirit;
- Develops workable implementation plans; Communicates changes effectively; Monitors transition and evaluates results;
- Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results;
- Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others;
- Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff;
- Understands business implications of decisions;

- Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values;
- Follows policies and procedures; Completes administrative tasks correctly and on time; Supports County's goals and values;
- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions;
- Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles;
- Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules other people and their tasks. Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Adapts to changes in the work environment; changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events;
- Is consistently at work and on time; Arrives at meetings and appointments on time.