

CASS COUNTY JOB DESCRIPTION

COUNTY ADMINISTRATOR

Position Summary:

Under the direction of the Board of Commissioners, the County Administrator is the Chief Administrative Officer of the County and operates pursuant to Public Act 2. The Administrator carries out directives and implements policies of the Board related to personnel and employee relations, budget and financial management, purchasing, data processing, grant funding, and other areas as directed. Negotiates labor agreements, handles grievances, and works with legal counsel on litigated matters. Supervises Administrator Office Staff in providing administrative support to the Board and departments. Supervises appointed department managers (Finance Director, Building & Grounds Director, Information Systems Director, Veterans Agent, Parks & Recreation Director, and Equalization Director) and serves as liaison between other agencies and the Board of Commissioners.

Essential Job Functions County Administrator:

An employee in this position may be called upon to do any or all of the following essential functions. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Without limiting specific duties and responsibilities to which the County Administrator may be assigned by the Board of Commissioners, the broad activity areas for measured achievement are:
 - a. executive leadership/strategic planning;
 - b. managerial and organizational effectiveness;
 - c. financial planning and budget management;
 - d. human resource development/contract negotiations;
 - e. policy development;
 - f. public service and communication; and,
 - g. economic development
2. Analyze the County operating budget to establish compliance with budget limitations and to determine future needs/revisions in the spending process. Monitors County finances and formulates recommendations to the Board, keeping the Board apprised of the County's financial status and health.
3. Work with the Board committees, all department heads, elected officials and finance director to prepare and submit to the Board a recommended, balanced budget advising on all expenditures.
4. Direct labor negotiations, research compensation, fringe benefits, pending legislation and personnel rules. Alert the Board to upcoming labor matters as they arise in a timely

manner. Make authoritative recommendations to the Board of Commissioners on these matters.

5. Oversee and work with human resources with personnel management including but not limited to job classification, personnel policy, union contracts and positions to be determined as non-union or union. Provide integrated reports for use in effective management planning and personnel policy development.
6. Exercise responsibility for selection of all non-elected department heads, subject to Board confirmation.
7. Exercise responsibility and have final approval for the hiring, discipline, and termination of all personnel in departments which are not headed by elected officials. Advise the Board on layoffs, and terminations which are not related to misfeasance. Monitor employee performance, initiate training and/or discipline up to and including termination as necessary. Arrange joint personnel use by departments whenever possible.
8. Oversee and participates in the development of human resources policy and procedures, in conjunction with legal counsel, for the Board of Commissioners' adoption. Ensures policies and procedures are reviewed and updated as necessary to comply with all applicable laws. Advises department managers on human resources issues.
9. Supervise and directs the County's Equal Employment Opportunity efforts. Ensures that the recruitment and selection process provides for equal employment opportunities. Maintains appropriate EEOC files, reports and records.
10. Oversee the employee training and orientation programs related to human resources, employee relations, and management issues. Coordinates the development and presentations of training programs to ensure that training is appropriate to enhance job skills and knowledge.
11. Represent the County at a variety of meetings and conferences related to human resources.
12. Responsible for directing the finance director and other staff on the County's risk and liability insurance through MMRMA.
13. Direct the administration of the County's employee benefit programs. Researches new or enhanced benefit programs and works with the County's third party administrator in the development of requests for proposals for insurance. Works with insurance carriers and third party administrators on the more unusual or complex issues. Coordinates benefit programs with the Finance Department and human resources.
14. Investigate and advises County department managers on matters such as employee disciplining, harassment, and other employee relations issues.
15. Provide management direction and supervision to the County purchasing program with

- the Finance Director including making operational and procedural changes as needed.
16. Supervise, oversee and direct the maintenance and repair of County buildings and grounds, including the county jail.
 17. Participate in planning of county infrastructures including facilities, capital outlay, and critical long-range needs
 18. Assist County Board and Committees in policy development. Receive broad goals and objectives from the Board of Commissioners. In turn, develop operating systems and alternatives to accomplish such goals and objectives and monitor same to insure existing policy compliance.
 19. Prepare Board and committee meeting agenda and attends meetings to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies. Coordinates agenda with affected parties. Follows up on issues considered and decided upon at meetings.
 20. Coordinate matters involving outside counsel work and recommends action on matters to the Board and other contractual and professional services
 21. Act as County Board spokesperson and public relations liaison to community groups and interested parties as required or as directed by the Board.
 22. Serve as the Designated FOIA Coordinator for the County and directs staff in fulfilling request.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Considerable knowledge of public finance and fiscal planning; a working knowledge of employee benefit programs; considerable knowledge of office automation and computerized applications.
- Advanced skills in Microsoft Office programs.
- Ability to communicate effectively, verbally and in writing, and have the ability to pay attention to detail.
- Knowledge of county government organization, regulations, procedures and policies.
- Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers and the ability to effectively meet and deal with the public.

- Ability to work with others in a team setting.
- Ability to work with people of diverse backgrounds.
- Acknowledge and respect the co-employer relationship between the Board of Commissioners and each of the elected County officials.
- Ability to maintain office confidentiality and handle stressful situations.
- County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Education and Experience:

- Bachelor's degree in business or public administration or related field. Master Degree preferred.
- Five (5) to seven (7) years of experience as an administrator/supervisor in County government, with responsibility for budgeting, personnel, purchasing, and general administrative functions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and to use hands to finger, handle, or feel objects, tools or controls. Complete dexterity of hands, fingers and wrist are needed. The employee is often required to talk or hear and view written documents. Ability to access departmental files, Ability to enter and retrieve information from computers, Ability to access all locations of County government and Ability to travel to various locations within and outside the County for meetings.

Working Conditions:

Works in office conditions and various locations within and outside the County.