

ISLAND COUNTY
SUMMARY JOB DESCRIPTION

POSITION: COUNTY ADMINISTRATOR/CHIEF OF STAFF

POSITION NUMBER:

ANNUAL HOURS WORKED: 2080

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 Under the direction of the Board of Island County Commissioners (BOICC or Board), the County Administrator plans, organizes and coordinates the management of executive and administrative functions assigned by the Board of Island County Commissioners. Provides organizational leadership and direction to Department Heads of Island County. Accountable for the efficient and effective performance of those departments, including establishing expected outcomes and results and evaluating those results.

Supports & Influences Colleagues to Operationalize DEI Vision. Works in partnership with the Equity Officer to provide leadership, collaboration, and support to teammates to differentiate our organizational vision for DEI into role-specific actions and performance management/accountability systems; and ensures that our DEI vision is infused into the DNA of the organization through its systems, tools, policies, structures, and practices.

Advises and makes recommendations to the Board of Island County Commissioners regarding issues involving and affecting the County. Develops, recommends, and implements County policy and directives. Makes recommendations on financial and budgetary matters.

Leads with exceptional personal character. Values and builds productive relationships. Demonstrates individual respect and personal commitment in all interactions with staff, other departments, and individuals within and served by County government. Cultivates high-functioning teams and creates organizational effectiveness.

2.0 SUPERVISION RECEIVED

- 2.1 This position reports directly to the Board of Island County Commissioners.

3.0 OVERSIGHT EXERCISED

- 3.1 Oversees all Department Heads in matters related to administrative operations and other tasks delegated by the Board.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- 4.1 Serves as senior adviser and support to the Board of Island County Commissioners by keeping them informed on key matters. Ensures project management, interdepartmental and Board discussion on critical issues and supports the Board's deliberations with information on future trends and appropriate alternatives.
- 4.2 Administers the policies and procedures, values and directives adopted by the Board and ensures they are followed.
- 4.3 Implements projects and plans developed by the Board of Island County Commissioners on their behalf. Ensures the Board's policies, directives and expectations are understood by all County employees.
- 4.4 Acts as liaison and intermediary as it relates to the County's administrative operations (internal policy development, budget strategy, risk management, etc.) between the Board of Island County Commissioners and Department Heads and other Elected Officials.
- 4.5 Advises the BOICC as to department and program organization structure, staffing, training and technology needs to most efficiently and effectively deliver County services.
- 4.6 Based on the goals of the Board of Island County Commissioners, develops a Master Work Plan to guide both Department Heads and Elected Officials in developing department work plans and budgets.
- 4.7 Develops and maintains professional relationships with all Elected Officials to support accomplishment of County goals and objectives.
- 4.8 Coordinates with other County Elected Officials to ensure their operations are supported as required and develops consensus with these offices in developing and implementing Countywide policies and procedures that may impact their operations.
- 4.9 Guides the interaction of cross-department/cross-functional work groups or task teams and recommends the identification and development of different or alternate funding sources in accordance with State and Federal law.
- 4.10 At the direction and in conjunction with the Board of Island County Commissioners, appoints, evaluates and, when necessary, removes Department Heads.
- 4.11 Assists in the strategic development, preparation and implementation of the County budget including analysis of budget requests and staffing levels. Assists the Budget Administrator in providing information to the Board for their decision-making.
- 4.12 Provides ongoing budget communications, management, monitoring and recommendations based upon financial analysis received on issues affecting the operation and fiscal integrity of the County.
- 4.13 Ensures compliance with state and federal laws, ordinances, service contracts, and all orders, policies, rules, procedures, work plans, budgets and regulations adopted by the Board of Island County Commissioners.

- 4.14 Ensures appropriate staffing of citizen advisory groups by Department Heads and works with the Department Heads to deliver to the BOICC the input and advice the citizen participants provide.
- 4.15 Negotiates contracts with other municipal entities when required.
- 4.16 Creates and sustains a culture of continuous improvement.
- 4.17 Conducts research and special studies as requested; prepares reports with recommendations for appropriate action.
- 4.18 Prepares or delegates the preparation of a variety of documents, including resolutions, ordinances, contracts, correspondence, memoranda, reports, official documents, and similar materials as directed by the Board of Island County Commissioners.
- 4.19 Attends Commissioner meetings and hearings, and other meetings as directed by the Board.
- 4.20 Represents the BOICC on internal committees, as directed by the Board.
- 4.21 Maintains membership and contacts in appropriate professional associations to stay current on government issues and to represent the County, as directed by BOICC.
- 4.22 Other duties as assigned.

5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- 5.1 Knowledge of State and local government budgeting and fiscal management policies and procedures; personnel management; management analysis and planning techniques.
- 5.2 Ability to analyze and evaluate complex operations which affect management and budget; conduct management surveys and studies.
- 5.3 Communicate effectively and establish and maintain working relationships with a wide variety of people.
- 5.4 Effective leadership and decision-making skills, and ability to build and lead high functioning teams.
- 5.5 Excellent written and oral skills.
- 5.6 Analytical ability to assimilate and evaluate technical data obtained from presentations, reports, studies, correspondence and surveys.
- 5.7 Knowledge of County operations, including understanding the laws, rules, practices and procedures that govern Washington Counties.
- 5.8 Strategic, astute and able to advise on the ramifications and consequences of decisions, both internally and to the community.
- 5.9 Ability to process, evaluate and communicate data to the Board, along with recommendations so that the Board is fully informed when making decisions.
- 5.10 Ability to address multiple audiences and advise on issues related to differing constituencies.
- 5.11 Demonstrates integrity and trustworthiness in all interactions.
- 5.12 Familiar with modern management practices, including diversity, equity and inclusion.
- 5.13 Familiarity and understanding of the subject matter areas that fall under the oversight responsibilities of this position, including higher level technology issues.

- 5.14 Ability to engage in and lead strategic conversations and take the Board's direction and carry out those directives.
- 5.15 Excellent problem-solving skills.
- 5.16 Ability to understand the broad vision that DEI brings in achieving institutional excellence.
- 5.17 Ability to establish equality and equity in the workforce.
- 5.18 Possesses strong cultural competencies and skills and the ability to build coalitions and collaborative relationships.

6.0 EDUCATION, EXPERIENCE AND CERTIFICATES

- 6.1 Bachelor's Degree from an accredited college or university, Master's Degree or higher preferred.
- 6.2 5 or more years of demonstrated progressively responsible managerial and supervisory experience with executive level decision making in government. Equivalent private sector experience may be substituted.
- 6.3 Demonstrated experience in public sector budgeting and financial management. Experience in oversight of administrative programs and ability to manage in a complex, rapidly changing environment.
- 6.4 Any equivalent combination which provides the required skills, knowledge and ability to perform the duties and responsibilities of the position.

Employment for the successful candidate will be contingent upon passing a criminal and background investigation.

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER