

GRAYS HARBOR COUNTY  
JOB DESCRIPTION

Job Title	County Administrator
Supervisor	Board of County Commissioners
Status	Exempt

Division	
Bargaining Unit	None
Date	January 16, 2024

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**1. General position summary.**

The County Administrator manages County operations by directing and coordinating activities consistent with goals, objectives, and policies as directed by the Board. Under the direction and supervision of the Board of County Commissioners (“Board”), plan, organize and coordinate the management of executive and administrative functions assigned by the Board. Responsible for the planning, directing, organizing, and staffing the directors and managers of the functional areas assigned. This includes establishing expectations and driving results and evaluating those results.

Advise and make recommendations to the Board regarding issues involving and affecting the County. Develop, recommend, and implement County policy and directives. Make recommendations on financial and budgetary matters. Plan and manage various capital outlay and construction programs. Manage cash flows so that funds are available to pay current expenses.

Continuously monitor and evaluate the efficiency, service quality, and cost effectiveness of the County’s governance and service delivery to the public. Recommend and implement action to maintain and improve services as approved by the Board.

**2. Essential duties and responsibilities.**

- (a) Serve as advisor, support, and act as agent for the Board by keeping them informed on key matters, facilitate discussion on critical issues and support their deliberations with information on future trends and appropriate alternatives.
- (b) Work with the Board to develop and implement its goals, directives, vision, and strategic public policy and in conjunction with the department directors and managers, facilitate long range and strategic planning to sustain the objectives of the County and improve organizational effectiveness.
- (c) Provide recommendations on a variety of policy, administrative and managerial matters. Develop recommendations and report results to the Board.
- (d) Develop, recommend, and implement administrative policies and procedures that foster effective and efficient operation of County government as adopted by the Board. Implement projects and plans developed by the Board.
- (e) Establish and maintain continuing liaison and positive relationships with citizens’ interest groups, committees and boards, other local governments, and the public.
- (f) Function as public information officer for the Board, maintaining a good working relationship with media sources and public interest groups.
- (g) Facilitate communication and decision-making processes between departments and the Board, ensuring information provided to the Board is professional and presented in a manner that facilitates executive decisions.

- (h) Coordinate and assess the activities of County departments, offices, and functional areas delegated by the Board, to carry out the strategic plans, uphold core values, and implement policies and programs of the Board.
- (i) Conduct research and special studies as requested. Prepare reports with recommendations for appropriate action.
- (j) Prepare or delegate the preparation of a variety of documents, including resolutions, ordinances, contracts, correspondence, memoranda, reports, media releases, speeches, official documents, and similar materials on behalf of the Board.
- (k) Provide financial analysis and recommendations on all issues affecting the operations and fiscal integrity of the County. Approve budget changes in compliance with County budget.
- (l) Provide selected centralized management functions for technology, capital facilities planning, human resources, labor relations and labor negotiating efforts, public contracting, purchasing, risk management, and other support functions.
- (m) Ensure compliance with state and federal laws, ordinances, service contracts, and all orders, policies, rules, procedures, and regulations adopted by the Board.
- (n) Attend meetings and conferences to provide information and assistance to the Board. Make recommendations on subjects of importance to the County.

### **3. Other duties.**

- (a) Receive and investigate citizen questions and complaints.
- (b) As directed by the Board, represent the County on selected committees and boards. Attend commissioner meetings, hearings, and other meetings as directed.
- (c) Maintain membership and contacts in appropriate associations to keep current on the changing face of County government.
- (d) Serve as intermediary between Management Services directors and/or managers and the Board of County Commissioners, and other department directors and managers, and as Board liaison to elected officials.
- (e) May be assigned other duties or projects at the direction of the Board.

### **4. Minimum qualifications.**

- (a) Bachelor's degree in public administration from an accredited four-year college or university. Master's degree or higher in public administration or equivalent preferred.
- (b) At least ten (10) years of demonstrated progressively responsible managerial and supervisory experience and executive level decision making in local government or relevant private sector management experience.
- (c) Demonstrated experience in public sector budgeting, financial management, human resources management, information technology, facility and capital planning, and organizational systems, procedures and program analysis or relevant private sector experience.
- (d) Equivalent experience in industry with emphasis in accounting and demonstrated supervisory/management skills and ability or any equivalent combination which provides the required skills, knowledge, and ability to perform duties and responsibilities of the position.
- (e) Possess and maintain a valid driver's license without restrictions (except vision).

### **5. Required skills and abilities.**

- (a) Maintain positive and constructive working relationships with elected officials and appointed department directors and managers.
- (b) Ability to lead and motivate department managers and directors to perform to maximum potential.
- (c) Possess outstanding oral and written communication skills.
  
- (d) Able to manage public relations.
- (e) Able to promote the County's mission, vision, and values through leadership and ethical behavior.
- (f) Self-motivated in order to fulfill the responsibilities of the job independently and able to work well in a cooperative team environment.
- (g) Demonstrated knowledge and ability to work with a personal computer and commonly used administrative software.

**6. Working conditions.**

- (a) This position operates during regular business hours but may be required to work nights, weekends, and on call. May be required to work more than eight (8) hours per day or more than forty (40) hours per week.
- (b) Will require some travel, which includes but is not limited to meetings with the Washington Association of Counties (WSAC) or other meetings assigned by the Board.
- (c) Able to work under stress, time constraints, and deadlines.