

County Administrator, Administration Department

Stearns County, a thriving Central Minnesota community home to 30 cities and 34 townships, is seeking a collaborative, results-oriented County Administrator committed to public service to serve as its Chief Administrative Officer. The position is responsible for a \$212 million budget and a staff of 960 employees and reports to a 5-member County Board of Commissioners.

Position Objective

The County Administrator is appointed by the Stearns County Board of Commissioners and effectively leads the organization and builds an organizational culture that supports and implements the County vision, mission, strategies and goals. This position provides results-oriented leadership and direction for the overall operations of the County and for the administration of all County Board ordinances, regulations, resolutions, policies, programs and functions of government under the jurisdiction of the County Board of Commissioners. The Administrator is responsible for direct supervision of County service delivery according to state law and general policy guidelines and serves as the chief budget officer and chief staff person for the County Board.

Essential Duties and Responsibilities

These examples do not include all possible responsibilities in this position and do not limit the assignment of related duties to this classification.

1. Coordinates, directs and evaluates, on a continuing basis, all appointed Department Director activities and service and recommends changes in policy and procedure.
2. Establishes departmental priorities, develops and administers budget in association with budget levy goals established by the County Board.
3. Directs and coordinates the management of the County budget process including the preparation of a proposed annual budget/levy and a Capital Improvement Plan established by the County Board.
4. Manages and coordinates overall operations and programs including short and long-range planning, policy development, and financial management.
5. Manages the office of County Administration, including preparation for official Board proceedings and attendance at meetings of the County Board.
6. Collaborates with Department Directors and stakeholders to build and maintain an effective partnership to achieve mutual interests.
7. Collaborates with members of the state legislature, school districts, state and local organizations, councils, boards, community organizations and partners and other local units of government to achieve common goals and objectives.
8. Researches, develops and recommends direction to the County Board in establishing goals, policies and procedures for the County concerning current or future initiatives.
9. Acts as a Liaison representing the County in intergovernmental relations, coordinates legislative agendas, and participates in associations representing the collective interests of county governments in Minnesota.
10. Guides and supports the County Board of Commissioner's Governance procedures and actions.
11. Establishes and maintains professional working relationships and promotes a positive and respectful work culture.

12. Selects, trains, evaluates performance, and disciplines employees as needed.
13. Attends work in a regular and timely manner.
14. Performs other duties as assigned or apparent.

Minimum Qualifications

- Master's Degree or higher in Public Administration, Business Administration or a related field
- Six or more years of progressive public sector administrative and managerial experience in a county, city or state government agency
- Five years of supervisory experience managing professional staff
- Demonstrated knowledge of Minnesota governmental structures, systems, statutes and practices
- Governmental budget preparation experience
- A valid Minnesota Driver's License or evidence of equivalent mobility

Preferred Experience Beyond Minimum Qualifications:

- Experience as an assistant or department director in local government
- Working with federal or state legislative processes
- Strategic planning experience for county government
- Oversight of construction projects
- Labor Relations experience

Desirable Knowledge, Skills, and Abilities

1. Knowledge of the federal and state legislative process.
2. Knowledge of the functions of organizations, councils, boards, and other commissions serving county and local units of government.
3. Skilled in local government administration.
4. Ability to provide leadership and collaboration to solve problems and find solutions to complex issues.
5. Ability to navigate complex political environments.
6. Ability to provide a sense of direction of the County's future, balances with a respect for its past achievements and existing internal resources.
7. Ability to review expenditures and revenue proposals to make strategic recommendations and decisions.
8. Ability to effectively manage and lead a large organization.
9. Ability to organize work and assign tasks to appropriate staff and department directors.
10. Ability to present ideas clearly and concisely.
11. Ability to effectively communicate verbally and in writing.

Accountabilities Shared By All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values.
2. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
3. Develops and maintains respectful and cooperative working relationships with County Board, department directors and co-workers.

4. Informs County Board of all important matters pertaining to assigned job responsibilities.
5. Seeks opportunities for further personal growth and development.
6. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
7. Complies with all rules and policies in order to maintain a safe work environment.

Accountabilities Shared By Managers and Supervisors

1. Demonstrates, by personal example, the integrity, ethics and excellence in work performance.
2. Participates in decisions related to the selection, promotion, transfer, pay and discipline of assigned employees.
3. Leads, monitors, and continually evaluates employee performance using the performance communication process.
4. Administers County policies and contracts in a legal manner and fully documents all incidents and actions taken as a member of the supervisory/management team.
5. Creates work environment in which individuals are motivated to accumulate additional skills, be creative and assists them in seeking opportunities for further personal growth and development.

Work Environment and Physical Demands

The primary responsibilities for this position will be performed approximately 100% of the time indoors. Requires occasional travel to off-site location and attendance at evening meetings. Will have infrequent exposure to health hazards and accidents; requires a low level of physical effort. All employees are required to reside within the state of Minnesota.

Extent of Supervision or Guidance Provided

Work is performed under the general supervision of the Stearns County Board of Commissioners.

Responsibility for Public Contact

Frequent.

Supervision of Others

This position supervises the Assistant County Administrator and Administrator's Office and Department Directors.

Hours of Work

This position has a typical work schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday; however some evening and weekend hours are required.