

COUNTY ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a chief administrative position involving responsibility for the overall administration of County government under the direction of the County Board of Representatives. The County Administrator will oversee day-to-day departmental operations to carry out the directives of the County Board of Representatives efficiently, economically and effectively, as well as assist the Board of Representatives with short and long-term capital and fiscal planning. The duties of the County Administrator will not diminish the authority of the County Board of Representatives. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Departmental Management & Labor Relations

- Act as day-to-day primary operations director in accordance with policies established by the Board;
- Provide interdepartmental leadership and unify overall management of county affairs by supporting the operations of department heads, implement administrative policies approved by the Board, address common issues among departments, identify potential interdepartmental efficiencies, attend monthly department head meetings;
- Work with department heads to implement and ensure compliance with New York State legislation;
- Make recommendations to the Board regarding appointment/termination of non-elected department heads;
- Conduct non-elected department head performance evaluations and prepare department head performance reports, including recommending to the Board any changes to M&C salaries or benefits as consistent with the current salary plan;
- Participate in collective bargaining negotiations with employee labor unions.

Financial Management & Budgeting

- Act as Budget Officer monitoring expenditures, establishing budgetary controls, and updating the Board on the County's financial status;
- Review tentative operating and capital budgets with department heads and makes recommendations to the Board;
- Serve as an advisor to the Board preparing and executing short and long-term capital plans;
- Oversee fleet management and act as County liaison for purchasing agreement with Onondaga County;
- Identify opportunities for grants and shared services.

Administration & Communication

- Execute contracts in the name of the County, authorize filling vacant funded positions, authorize routine expenditures, budget transfers and modifications below a predetermined threshold; provide adequate insurance.
- Attend all regular Board and committee meetings and special meetings;

- Act as public information officer and spokesperson for the Board;
- Serve as liaison and represent the Board in contacts with political subdivisions, State and Federal officials and agencies;
- Serve as liaison between the Board and boards, commissions and advisory committees it has established;
- Present an annual report on the State of the County to the Board and the general public;
- Assist the Board with developing short and long-term policies and procedures, recommend and advise the Board of implications of policies and procedures under consideration;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and procedures of public administration; thorough knowledge of administration supervision; thorough knowledge of intergovernmental relations; thorough knowledge of the principles and practices of governmental accounting and government budget; thorough knowledge of methods of organization, planning and management; good knowledge of report writing and statistical interpretation; good knowledge of public relations practices and procedures; good knowledge of purchasing process; ability to communicate effectively, both orally and in writing; ability to analyze problems and to make recommendations; ability to prepare and maintain written reports and records; ability to follow and issue complex oral and written instructions; ability to establish and maintain good relationships both within the County and with outside agencies; ability to supervise the work of others; ability to exercise good judgment in evaluating situations, establishing priorities, and making decisions.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree preferably in Business or Public Administration or a related field and six (6) years of professional experience in the field of public or business administration;
OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree preferably in Business or Public Administration or a related field and eight (8) years of professional experience in the field of public or business administration.

SPECIAL REQUIREMENT: The appointee need not be a resident of Otsego County at the time of appointment, but shall become so within sixty (60) days of appointment and remain so during his or her term of office. Failure to become a resident or to remain a resident shall be cause for dismissal by the Otsego County Board of Representatives.

Adopted Otsego County Civil Service – 11/6/19

CLASSIFICATION – Competitive pending approval for Exempt/Non-Competitive PIC or Unclassified by the NYS Civil Service Commission