

Hendricks County **Job Description**

Title: County Administrator

FLSA Status: Exempt

Department: Commissioners

Pay Band: SAM 2

Supervisor: Board of Commissioners

Date Prepared: 05/19/2015

Date Approved:

PURPOSE OF POSITION:

This is an appointed position created to assist the Commissioners in the administration and enforcement of policies and resolutions of the Hendricks County Commissioners. Oversee all day-to-day activities of all County government functions under control of the Commissioners.

ESSENTIAL FUNCTIONS:

- To provide oversight, supervision and assistance where necessary, the activities of Hendricks County Government departments subject to the control of the Hendricks County Commissioners.
- Attend Commissioners and Council meetings and other county meetings at direction of the Commissioners.
- Prepare and submit reports as requested or that are considered advisable.
- Administer and carry out the directives, policies, and resolutions of the Commissioners and enforce all orders, resolutions, ordinances and regulations of the Commissioners to insure that they are complied with.
- Prepare and submit an annual budget, and a capital program budget for Commissioners consideration and approval. Review other departmental budgets and provide input to department heads/elected officials and Commissioners.
- Assist Human Resources with compensation matters, job ratings and related issues.
- Strive to build a consensus on various issues that may have diverse opinions from a variety of officials.
- Review leases, contracts and other agreements including consultant services for the County, subject to approval by the County Attorney and Commissioners and/or Council. Monitor all leases, contracts and other agreements to insure that all agreements are in compliance and notify Commissioners of any violations or exceptions.
- Receive complaints from citizens and refer them to proper departments for resolution and follow up to assure satisfactory resolution of situations.
- Serve as a day-to-day representative for the Commissioners in all matters and report activities to the Commissioners.

NON-ESSENTIAL FUNCTIONS:

- Provide backup and assistance for any Department Head for any departments under the control of the Commissioners.
- Perform other duties as assigned.

EDUCATION & QUALIFICATION REQUIREMENTS:

- Bachelor's Degree in Public or Business Administration or a Bachelor's Degree and 3-5 years of public service experience. A Masters Degree in Public Administration (MPA) or Business Administration (MBA) would be preferred.
- Must possess high ethical standards, good judgment and discretion.
- Proficient in computer usage including Microsoft Office Suite.
- Ability to effectively and tactfully deal with others in all types of situations.

RESPONSIBILITY:

This is a highly responsible senior level executive position that will serve as the Chief Administrative Officer of the Hendricks County Government. Plans, directs, organizes and coordinates the activities of all departments of the Commissioners under the direction and control of the Commissioners.

WORKING RELATIONSHIPS:

Working relationships will be with County departments, Elected Officials, Department Heads, and other Boards and Agencies and the public.

Effectively communicate orally and in writing and establish and maintain good working relationships with all County departments, Elected Officials, Department Heads, and other Board and Agencies and the public.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work will be performed primarily in a standard office environment. Some outdoor exposure will be required at times.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of County Administrator in the Commissioners Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Printed Name