

Saguache County  
Job Description

Job Title: County Administrator  
Department: County Administration  
Reports to: Board of County Commissioners  
FLSA Status: Exempt

**SUMMARY**

This is the chief administrative position for Saguache County. An employee in this position is appointed and supervised by the three-member Board of County Commissioners. The Administrator supervises the day to day operation of the County government. The Administrator is responsible for financial records to include transfers and supplemental appropriations required to maintain the County fiscal compliance with any State and Federal laws, planning, developing, and recommending policies and programs for consideration by the County Commissioners, as well as implementing, monitoring, and evaluating all County policies, programs and operations once in place. The Administrator works closely with elected County officials, representatives of other local governments, State and Federal representatives, the media and the public. Because of the nature of county government under Colorado law, the County Commissioners retain a significant involvement in the operation of County departments. Functions as the County Weed Coordinator, the County economic development manager, and the County Risk Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

This position is responsible for the general administration of the following County departments; Finance, Human Resources, Building & Grounds Maintenance, and Housing.

Oversees the office of County Commissioners.

Timely preparation of agendas, adequate follow-up on agenda action taken.

Attends to routine details.

Provides a status report to Commissioners at Board of County Commissioner meetings.

Notifies Commissioners of critical issues or problems and keeps Commissioners current on their status.

Investigates and responds to any complaints of discrimination or sexual harassment. Handles grievances according to the Personnel Policy.

Establishes and/or maintains effective working relationships with departments not under the Administrator's immediate supervision. The following are some of these departments: County Attorney, County Assessor, County Treasurer, Director of Social Services, Director of Nursing Services, Land Use, Landfill, Library, Road and Bridge Department, and Sheriff's Department.

Areas of expertise in which the Board expects the County Administrator to focus on are as follows: Budget, financial controls and reporting, economic trend analysis and capital needs planning, progressive and effective personnel system, public relations program and grant needs, benefits and policy recommendations.

#### **SUPERVISORY RESPONSIBILITIES**

Supervises the personnel in Administration, Maintenance, Housing, and Personnel. Supervises any departments on an interim basis if so directed by the Board of County Commissioners.

Acts as a resource for Department heads and Elected Officials in their supervising of personnel.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fiscally conservative.

Articulate - effective in written and verbal presentations.

Strong leadership - ability to generate enthusiasm.

Presence of mind under all situations.

Tact - ability to mediate.

Flexible - ability to respond to changing situations.

Knowledge of public administration, especially the areas of budgeting, personnel, purchasing procedures, office management, and data processing.

#### **EDUCATION and/or EXPERIENCE**

Requires three years of increasingly responsible management experience in the public or private sector, preferably at the Administrator or Assistant Administrator level. Equivalent experience will be considered.

Knowledge of Governmental Accounting and Financial Reporting.

Principles of Colorado law as applicable to Colorado Counties.

Proven performance in management skills, finance and budget, public relations and employee relations.

Experience in data processing is highly desirable.

#### **SPECIAL CONDITIONS**

The County Administrator serves at the pleasure of the Board of County Commissioners.

Regular office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. However, this position involves working whatever hours are necessary to accomplish the job.

The County Administrator shall possess a valid driver's license and a good driving record.

An extensive background investigation will be performed on criminal record and past work experience.