

# COUNTY ADMINISTRATOR

Pulaski County

**Department:** Administration

**Reports to:** Board of Supervisors

**Supervision Exercised:** Direct supervision shall be exercised over the heads of each department function as well as over staff functions whose job it shall be to assist the county administrator in the performance of his or her duties. The performance of this employee is evaluated primarily through the evaluation of the effectiveness of County operations and by reviewing required reports.

**Supervision Received:** Work assignments flow from policy directives issued by the Board of Supervisors as well as requests for information and/or assistance from the public. This employee is expected to keep abreast of County problems and shall inform the appropriate board of such problems, offering possible solutions for correcting or alleviating them.

**Classification (FLSA):** Exempt Full time

**Category:** Management

**Job Summary:** The County Administrator is responsible for leading, administering and coordinating the daily operations of all departments of the County under the guidance and supervision of the Board of Supervisors. Also serves as Executive Director of the Pulaski County Public Service Authority, Director of Emergency Management, and is responsible for staffing of the Pulaski County Industrial Development Authority and the Pulaski County Integrated Wireless Authority.

This position requires the employee to possess varied leadership and administrative skills, including personnel administration, budget preparation and analysis, data collection, records control and effective techniques of organizational management. Work assignments flow from policy directives issued by the Board of Supervisors as well as requests for information and/or assistance from the public. This employee is expected to keep abreast of County problems and shall inform the appropriate board of such problems, offering possible solutions for correcting or alleviating them.

**Job Requirements:** Graduation from an accredited college or university with courses in business administration, political science, or public administration; considerable progressively responsible experience in a staff or administrative capacity in local government, preferably on the county level; or any equivalent combination or training and experience.

Ability to lead and work with County staff, citizens, agencies and non-profit organizations in a collaborative manner. Extensive knowledge of county organization, functions, and relationships within the government and among other levels of government.

Thorough knowledge of the basic principles of public administration with particular emphasis on leadership, personnel administration and budgeting.

Thorough knowledge of computer technology, research methods and techniques, and methods of report presentation.

Considerable knowledge of the sources of grants and other outside financial resources and the ability to prepare an acceptable grant application.

Thorough knowledge of modern office practices and methods.

Ability to assemble, organize and present in written or oral form statistical, financial, or factual information derived from a variety of sources.

Ability to express ideas clearly and concisely, orally and in writing.

Experience in all or some of the following service delivery areas: utility management; public works; economic development; public relations; financial management, planning; emergency services; recreation and leisure services; human resources and data processing.

Ability to establish and maintain effective working relationships with other employees, County officials and the public.

**Physical/ADA Requirements:** Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses as well as dexterity required to operate keypads, push buttons, and switches.

## **Job Duties and Performance Standards**

### **I. Powers & Duties:**

Chief administrative officer of the County who reports directly to the Board of Supervisors, ensuring the proper administration of all affairs of the county. Provides operational leadership for all County departments. Coordinates the provision of public services with the Towns of Dublin and Pulaski, Pulaski County constitutional officers, state and regional agencies, non-profit organizations and volunteers.

Receives requests and complaints from the public concerning administrative actions of the various departments, channels the requests to appropriate departments, follows up on the corrective actions, and sees that replies to inquiries are given.

Serves as county's personnel officer; analyzes jobs to delineate position responsibilities for use in wage and salary adjustments, promotion, and evaluation of workflow; studies methods of improving work measurements or performance standards. Employs, trains and discharges employees; supervises and coordinates activities and determines work procedures; assigns duties to employees and examines work for accuracy and adherence to standards.

Recommends to the Board of Supervisors the adoption of any such policies as may be deemed necessary or expedient for the health, safety or welfare of the community, or the improvement of administrative services.

Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions; analyzes unit operating practices, such as bookkeeping and record

keeping systems, forms control, office layout, suggestion systems, personnel requirements, and performance standards, to create new systems or revise established procedures.

Prepares reports, including conclusions and recommendations for solution of administrative problems, upon direction of the Board of Supervisors and with general policy guidance; prepares directives to department heads.

Coordinates collection and preparation of operating reports, such as time and attendance records, terminations, new hires, transfers, budget expenditures and statistical records of performance data.

Oversees the preparation and submission to the Board of Supervisors of an annual budget together with a complete report on the finances and activities of the County for the preceding year; delineates and justifies requests for expenditures for new programs.

Supervises the purchase of all materials, supplies, and equipment for which funds are provided in the budget.

Keeps the Board of Supervisors informed of the financial condition and future needs of the County and makes such recommendations on a monthly basis.

Prepares grant applications or any other applications necessary for the receipt of funds for County programs; works with federal, state and regional officials providing them with any information necessary to receive outside funds.

Makes and executes all lawful contracts on behalf of the County as to matters within his or her jurisdiction, except such as may be otherwise provided by law or ordinance or resolution by the Board of Supervisors, provided no contract, purchase or obligation involving more than five thousand dollars (\$5,000) shall be valid or binding until approved or ratified by the Board of Supervisors.

Performs other legally permissible and proper duties and functions as the Board of Supervisors shall from time to time assign.

Performs related duties as required.

## **II. Professionalism and Confidentiality: Abide by all County policies and procedures**

Performs the following functions and duties specified in said Sections of the Code of Virginia, 1950, as amended:

**County Administrator** - 15.2-1541

(<http://law.lis.virginia.gov/vacode/title15.2/chapter15/section15.2-1541/>)

**Director of Emergency Management** - 44-146.19

(<http://law.lis.virginia.gov/vacode/title44/chapter3.2/section44-146.19/>)

**Purchasing Director** - 15.2-1543

(<http://law.lis.virginia.gov/vacode/title15.2/chapter15/section15.2-1543/>)

**III. Training** - Educational and experience requirements include a Bachelor's degree with an emphasis in Public or Business Administration, Economics, Finance or related fields with a Master's Degree in Public Administration preferred. In addition, at least 10 years of progressive responsible management experience as a chief executive/administrator or deputy chief executive/administrator in a comparably sized community, business with a wide range of duties in operations and management is desired. Residency in the County within a reasonable period of time is required.

**IV. Job Development: Responsible for continuing education development and building knowledge of library skills and resources.**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems, ideas for improvement, and to updates on County plans and activities