

DIRECTOR OF ADMINISTRATION

FUNCTION OF THE JOB

To be responsible for the development, direction, and coordination of administrative services for the County government, including information systems, finance, employee relations, human resources, purchasing, and other internal service operations; and to serve as the Chief Financial Officer for the County.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as the department head and directs the department staff.
2. Directs the preparation and implementation of the department's strategic plan including the operational policies, goals, and objectives.
3. Directs, plans, and organizes all budget activities for County Executive approval and presentation to the County Board including the capital plan and integration of departmental strategic plans.
4. Directs the support of the County Board annual budget review and amendment process.
5. Directs the maintenance of Countywide uniform procedures covering fiscal, debt, investment administration, and business management practices.
6. Directs the preparation and administration of the department's operating and capital budget and the authorization and implementation of approved expenditures.
7. Directs the development, coordination, and implementation of data, telecommunication and information processing systems, procedures, programs, and projects.
8. Directs the development, implementation, and administration of comprehensive risk management and insurance programs, policies, and procedures.
9. Directs the development, implementation, and administration of Countywide purchasing, records management, and mail systems.
10. Directs the development implementation and administration of comprehensive human resource management policies, procedures, and programs.
11. Directs the preparation, administration, and monitoring of the County's debt service, self insurance funds, non-departmental budgets, County investment advisors, County interests in WMMIC, wellness programs, employee performance evaluation and pay for performance programs.
12. Directs the development and recommendation of collective bargaining strategies to the County Executive and the County Board's Human Resources Committee; and oversees union contract negotiations, administration, and third step grievances.
13. Directs the Countywide financial management system, including accounting services, budget, and internal controls.
14. Directs the Countywide collections program for the collection of delinquent accounts receivable.
15. Directs the selection, supervision, and evaluation of the department employees, and is responsible for the department's overall direction.
16. Advises the County Executive, County Board Chair, County Board, elected and appointed department heads, citizen boards, various committees, and commissions on department practices and policy issues.
17. Establishes and maintains effective working relationships with employees at all levels within the County, with representatives of governmental agencies, elected officials, and the public.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of administrative, managerial, and supervisory principles and practices including budgeting, planning, program evaluation, and employee supervision.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

2. Thorough knowledge of the principles, practices, and techniques of negotiating and conflict resolution.
3. Thorough knowledge of team building techniques and consensus management.
4. Thorough knowledge of federal, state, and local laws, codes, regulations, and standards relating to County administrative services.
5. Thorough knowledge of generally accepted accounting principles as they apply to governmental entities.
6. Comprehensive knowledge of quality improvement and strategic planning processes.
7. Comprehensive knowledge of computer system capabilities as they apply to financial and administrative management.
8. Comprehensive knowledge of information systems technology administration and management.
9. Ability to plan, develop, implement, integrate, direct, and evaluate programs.
10. Ability to utilize word processing, database, and spreadsheet programs.
11. Ability to plan, organize, and effectively present ideas, concepts, and recommendations.
12. Ability to coordinate, direct, empower, and evaluate staff in widely diverse areas of services.
13. Ability to develop and administer policies and procedures.
14. Ability to establish and maintain effective working relationships with employees at all levels within the County, with representatives of governmental agencies, elected officials, and the public.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
16. Ability to communicate effectively, both verbally and in writing.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in public administration, business administration, accounting, finance, or a closely related field.
2. Six (6) years of responsible professional work experience in program management in a multifunction organization which included financial functions, three (3) years of which were in a supervisory capacity.
3. A master's degree in an appropriate area may be substituted for one (1) year of the work experience.