

Job Announcement

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| Job Title: | County Administrator |
| Department: | Commissioners |
| Reports To: | Board of Commissioners |
| FLSA Status: | Full-Time (40 hours per week) / Exempt |
| Pay Range: | \$118,526 - \$165,842, Depending on experience and qualifications |

Blaine County Vision Statement:

Blaine County government improves quality of life by providing efficient and effective public services. As stewards of citizens' resources, we serve our diverse community with teamwork, integrity and commitment to excellence.

General Statement of Duties:

The County Administrator shall be, and act as, the chief administrative officer of the government of Blaine County, under the direction and authority of the Board of Commissioners. The County Administrator shall assist the Board in the performance of their duties and shall do all things required by the Board to assist in the administration of county government, including supervise county departments which are exclusively subject to the authority of the Board and assist coordination with all departments to the extent prescribed by county ordinance, resolution or directives of the Board.

Primary Job Responsibilities:

- Provides outstanding customer service to all customers, at all times.
- Coordinates and supervises the functions of the various county departments.
- Serves as a liaison to see that the requirements of state law, county ordinances and the policies of the Board are carried out.
- Reports regularly to the Board concerning the status of assignments, duties, projects and functions of the County departments under the Administrator's supervision.
- Serves as the personnel officer responsible for overseeing the hiring of and discharge process for County employees, except employees of an elected official.
- Assists the County Clerk with the preparation and submission of the annual budget to the Board and assists in monitoring budget performance with both elected officials and department heads.
- Oversees procurement process for all County offices and departments.
- Serves as the contract administrator for County contracts as assigned by the Board.
- Responsible for assisting the Board in conducting Blaine County business and assumes other responsibilities as the Board may direct or as may be required by ordinance or resolution.
- Meets with the Board as often as necessary to keep the commissioners informed regarding departmental operations and projects.

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- Represents Blaine County at meetings with other governmental units, agencies, commissions and associations as directed.
- Maintains up-to-date knowledge regarding federal, state and private grants and alerts County officials of grant opportunities.
- Works with the Prosecuting Attorney's Office to help ensure that all activities, policies and directives of the Board maintain compliance with state law requirements.
- Builds and maintains respectful, positive working relationships with the Board, elected officials and department heads, staff, outside agencies and the public using principles of good customer service.
- Provides effective conflict resolution, as needed.
- Prepares correspondence, reports and other documents as assigned by the Board.
- Reviews any necessary reports, correspondence and documents as needed to facilitate delivery of contracts, grants and agreements.
- Performs supervisory activities over department heads including coaching and counseling; directs and assigns work to staff to support Board projects, priorities and initiatives.
- Answers inquiries from elected officials, department heads, county employees, the public and all other sources as required.
- Attends meetings and trainings as required to maintain knowledge relative to County government.
- Performs all other duties as assigned by the Board.

Job Specifications:

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 primary job responsibilities.

Education and Work Experience:

- Bachelor's degree in public administration, business administration or other related field required;
- Master's degree in public administration, business administration or other related field preferred;
- Minimum of four (4) years' experience as a chief administrative officer or department head in county and/or city government;
- Prior experience with managing or assisting in the operations management of a large organization;
- Experience performing the analysis and management of budget and finance programs and the coordination of varied programs, services and activities;
- Experience working with an Idaho county or city of comparable size and complexity is preferred;
- Experience in working effectively with minimal supervision, under pressure, within time constraints and using good public relations skills with elected officials, staff and the public is required;
- Experience in handling and professionally communicating confidential and sensitive information.

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Language Skills:

- Ability to communicate by understanding and speaking the English language; read, analyze and interpret legal statutes, periodicals, professional journals, technical procedures, and governmental regulations; clearly and effectively expresses ideas and thoughts (verbally and written); write reports, business correspondence, and other records completely and accurately; listens actively; articulate and capable of presenting to and facilitating public meetings; effectively present information and respond to questions from groups of elected officials, department heads, staff, property owners and the general public.

Mathematical Skills:

- Ability to work with complex mathematical concepts and apply methods such as fractions, percentages, ratios, and proportions to apply them to budgeting and other funding solutions.

Reasoning Ability:

- Ability to solve complex problems and deal with a variety of situational variables in scenarios where only limited standardization exists; interpret and direct a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills, and Abilities:

- Possess a strong business sense, financial acumen and ability to manage a large, complex organization using best practices culled from government and business environments.
- Ability to remain calm under pressure and demonstrate an appropriate sense of humor.
- Committed to demonstrating the values of Blaine County – Teamwork, Integrity and Excellence.
- Possess an awareness of and respect for cultural diversity.
- Effective and responsible in politically and ethnically diverse environments.
- Committed to building and maintaining respectful, positive working relationships with elected officials, department heads, staff, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Comfortable with conducting research and preparing reports and analysis.
- Familiar with standard office computer programs including Microsoft Word, Excel, PowerPoint and Outlook.
- Familiar with computers, printers, and scanners.
- Ability to deliver training and informational seminars to staff and public.
- Must be able to pass a criminal history background check.
- Must possess or be able to obtain a valid Idaho Driver's License.

Essential Physical Abilities:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive;

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use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Environment

- Majority of work is performed in an office environment where the physical demands require sitting for extended periods of time; occasional off-site visits are required; frequent use of computers and standard office equipment; travel may be required; will work under stress of deadlines and will be available after hours as situations necessitate.

Equal Opportunity Employer:

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

This job description is still considered in DRAFT form and additional duties and responsibilities may be added as the position evolves.

TO APPLY:

Visit www.co.blaine.id.us to complete the
“County Administrator Position Employment Application”
along with a cover letter and resume.

Application deadline is Monday, November 30, 2020.