

Position Description:

Job Title: Deputy County Administrator/

Operations & Personnel

Department: Office of County Administrator

Supervised by: Board of Supervisors/County

Administrator

Revised Date: July 1, 2011

Title: Deputy County Administrator for Operations & Personnel

Department/Division: Office of County Administrator/CountyAdministration

Nature of Work:

- Provides oversight, management and coordination of the Administrative Division of the County government with specific orientation toward efficiency and effectiveness of its operations and overall administration of its personnel.
- In coordination with the County Administrator and Administrative Division department heads and staff, develops strategic operational goals and objectives, and oversees and directs implementation of departmental work plans with the primary objective of continuous improvement in the delivery of governmental services, with special emphasis on quality public/customer service and relations.
- Reviews and refines existing and develops new operational practices and procedures as necessary to achieve greater efficiency, effectiveness, accountability and economy in governmental services.
- Acts as the chief personnel officer of the Administrative Division and shall be responsible for its personnel system, including the development of appropriate policies, standards, practices and procedures for hiring, training, compensation, retention, promotion, discipline and termination of Administrative Division personnel.

Essential Functions:

- Facilitates the development, maintenance, and monitoring of organizational plans
- Works with management staff to develop innovative initiatives to enhance internal efficiency and effectiveness
- Conduct management personnel's performance reviews
- Responsible for selecting and maintaining qualified personnel in various positions and recommending compensation for them
- Improve processes to ensure activities that cross departmental lines stay coordinated and focused on customer needs

 Successfully meet all of the previously mentioned functions in an environment of constrained resources

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Job Requirements:

- Strong management and effective leadership to deliver high quality public services in an efficient manner
- Articulate, confident and enthusiastic in presenting ideas, while being respectful of others
- Excellent analytical skills yet creative, with a strong focus on innovation in government or in a complex organization
- Self starter, hard working, with a results-driven approach to management
- Ability to partner and collaborate with multiple groups in developing solutions to meet the needs of the county
- Fairness and integrity in approach to decision making yet firm in application of policies, rules and laws
- Flexible and able to adjust to changing leadership
- Strong commitment to the overall success of the organization
- Thinks independently and possesses a "big picture" vision and strategic perspective
- Organized and timely in response to requests for information from all sources
- Develops and maintains good public relations with county leadership, regional leaders, community groups and citizens
- Openly encourages and supports diversity with ability to communicate with various constituencies with sensitivity and genuineness
- Equivalent of a Master's degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting or related fields, and/or 15 years of increasingly responsible experience in County Government or business management including a minimum of 7 years experience as an senior level manager or executive officer of a governmental entity or department or business enterprise.

Job Location and Conditions:

- Office environment, some travel as necessary to represent the County's interests
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

• **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.

- **Speaking/Talking Abilities:** Must have ability to answer the telephone; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- Reading/Ability to Read and Understand Text: Must have ability to read and understand text.
- Numerical: Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- Manual Dexterity: Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse; digital camera; video recorder and smart phone.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse; digital camera; video recorder and smart phone.

Physical Demands:

- Strength: Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- Standing, Sitting and Walking: Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- Reaching, Handling, Fingering and or Feeling: Must have ability to handle papers, files, computer keyboard and operate desktop computer.
- Seeing: Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Exempt

Salary: DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be

interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.