

	JOB POSTING AND POSITION DESCRIPTION COUNTY ADMINISTRATOR/CONTROLLER	Position #: 01-AD-0001
		Unit: County Administration
		FLSA Status: Exempt

HOURS: Full-Time 40 hours per week

DATE: June 21, 2022

GRADE: Contracted - \$135,000 – Negotiable; DOQE

DEADLINE TO APPLY: Until Filled

JOB SUMMARY: Under the direction and oversight of the Van Buren County Board of Commissioners as a body, serves as the Chief Administrative Officer of the County and performs a wide range of difficult-to-complex administrative activities that serve to support effective and efficient county government operations; advises and assists the Board in planning, policy and operational matters; and directs and coordinates the administration of county government in accordance with policies and directives issued by the Board as a whole, pursuant to all applicable state and federal laws and regulations.

The County Administrator is responsible for the following departments: Finance, Buildings and Grounds, Human Resources, Information Technology, Land Management, Veteran Services, Transportation, Public Defender and performs the full range of managerial-oversight functions. Serves as the liaison between countywide elected officials, other agencies, and appointed County departments.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Works with the Board to understand their vision and strategic policy direction. Assists the Board in developing and managing public policy matters. Oversees staff implementation of Board goals and policies. Directs and oversees near-term and long-term planning: goal setting, prioritization, funding, monitoring, and reporting.
- Supervises and remains accountable for the performance of the Human Resources, Finance, Buildings and Grounds, Information Technology, Land Management, Veteran Services, Transportation, and Public Defender departments. Responsible for hiring department heads except where appointment or election is otherwise provided by law.
- Provides positive, ethical leadership to all supervised staff. Guides, coaches, and mentors staff, leading the organization in keeping with the County’s highest standards of performance, ethics, and virtues.
- Provides assistance to the Board and Committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation, and liaison with other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended course of action.
- Prepares Board meeting agendas. Attends and participates in a variety of meetings. Recommends and implements policies; prepares reports and provides information regarding County administration to County officials and other agencies and groups. Conducts meetings in accordance with the Michigan Open Meetings Act.
- Confers and collaborates with department managers & elected officials to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and Committee actions.
- Represents the County at various functions such as making speeches at civic and business association meetings. Meets with community members, developers, and officials to establish good will and resolve/respond to issues.
- Works with legal counsel and the Human Resources Director on litigated matters; including arbitration, mediation and state administrative hearings.
- Participates in planning for county infrastructure and critical long-range needs including facilities, capital outlay, and funding.

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QUALIFICATIONS / EXPERIENCE:

- Bachelor's degree in Public or Business Administration or related field, Master's degree preferred.
- Eight to ten years of municipal or county government administrative experience.
- A thorough knowledge of the principles of local government administration, including organizational forms and structures and operating methods and procedures.
- Proven ability to lead large and diverse teams through complex and challenging situations or projects.
- Excellent written and verbal communication skills
- Excellent project management and time management skills
- Will consider any equivalent combination of education and experience.

OTHER REQUIREMENTS:

Applicant must have the ability to work remotely as needed. May need to travel. Employment is dependent on background check, criminal history, and drug screen. Applicant must complete County application form.

SUPERVISORY RESPONSIBILITIES:

Direct Reports: Ten

Delegation of Work: Not applicable

Supervision Given: Internal and External Reports

Reports to: This position reports to the Board of Commissioners

WORK LOCATION AND PHYSICAL DEMANDS:

This position works in a typical office environment using standard office equipment such as telephone, computer, copier and fax machine. No hazardous or significantly unpleasant conditions (such as in a typical office).

Send Applications to: Van Buren County Administration Building
219 E. Paw Paw Street, Suite 201
Paw Paw, MI 49079

Applications are available from Human Resources Division
Phone: (269) 657-8230
Website: <https://www.vanburencountymi.gov/Jobs.aspx>

Van Buren County Government is An Equal Opportunity Employer