

RECRUITMENT ANNOUNCEMENT

County Administrator Jefferson County Commission Office

**\$90,000
FULL-TIME w/BENEFITS**

QUALIFIED APPLICANTS SHOULD RESPOND TO:

**JEFFERSON COUNTY COMMISSION,
PO BOX 250, 124 E. WASHINGTON STREET,
CHARLES TOWN, WV, 25414
Attn: Sandy McDonald, Acting County Administrator**

APPLICATIONS AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

GENERAL DEFINITION OF WORK:

Serves as Chief Administrative Officer (CAO) of Jefferson County, West Virginia. Position is responsible for managing the day-to-day operations and administration of those departments under the jurisdiction of the County Commission. Direction is provided by the Jefferson County Commission.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for administrative oversight over all operations of the County government under the jurisdiction of the County Commission.
- Administer, implement and enforce administrative policies and procedures to meet Commission goals and objectives.
- Responsible for all aspects of the supervision of the department heads of those departments under the jurisdiction of the County Commission, including but not limited to the selection, direction and evaluation of department heads and other staff and the development of staff to enhance their capabilities and improve the delivery of services.
- Oversee the activities of the various County Commission departments to ensure timely, efficient and effective delivery of programs and services and the implementation of the County Commission's programs and directive.
- Responsible for financial oversight of the County government, including but not limited to: developing operating and capital budget estimates and targets to guide departments; recommending budgets and staffing levels to the County Commission based on proposed goals, objectives, work programs and projects developed by the various department heads; estimating budget needs; reviewing and advising on justifications for funding requests; establishing budget control systems; monitoring expenditures to assure compliance with budgets; accounting for variances between projected and actual expenditures.
- Negotiate and/or supervises the negotiation of all County contractual agreements subject to the limitations of law and Commission direction and administers and enforces such agreements.
- Analyze proposals and develops recommendations to the County Commission regarding policies and programs; analyze information pertaining to County services and operations, including policies, programs, methods, budgets, staffing, organization and capital needs.
- Serve as the County Commission as its agent in administrative matters, including but not limited to administering the preparation of County Commission meeting minutes and agendas and County Commission correspondence.
- Represent the County with other government agencies and in meetings with the public.

- Ensure compliance with state and federal regulations.
- Provide direction and support to staff including investigation and resolution of complaints and concerns regarding county programs, services and facilities.
- Develop and maintain working relationships with the County Commission, employees, members of the public, local and state legislators, representatives of other government agencies, board and commissions, and industry.
- Act as liaison with other Jefferson County and municipal elected officials, with other counties and with regional, state and federal agencies on a broad range of matters.
- Oversee the process of appointments to the County's Boards, Commission and Authorities.
- Serve as the head of the County Commission's management team.
- Prepare, secure and administer grants.
- Investigate and resolve complaints and concerns regarding county programs, services and facilities.
- Responsible for procurement and oversees the purchasing of commodities, services, supplies, materials, equipment on behalf of the County Commission.
- Serve in an advisory role to the County Commissioners.
- All other duties as assigned by the County Commission.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Common policies, practices and procedures of all county department operations; laws and regulations pertinent to county operations; finance and budget administration; human resources management; writing and administering grants; and procurement.

Abilities: Ability effectively and efficiently direct the overall operation of the county; establish and maintain effective working relationships with county officials, outside organizations, the public and other personnel; resolve problems or conflicts; perform multiple tasks under tight deadlines; maintain confidential information.

Skills: Outstanding interpersonal skills, presentation skills, oral and written communication skills, negotiation skills, management skills, and attention to detail required.

EDUCATION AND EXPERIENCE:

Master's Degree in business, public administration or related field **and** at least seven (7) years of county or other public agency administrative experience including responsibility for management of staff and programs; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

PHYSICAL REQUIREMENTS:

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 position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.)

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid.