

Job Description

Position: Full-time FLSA: Exempt

Reports to: Jefferson County Commission Grade Level: 10

Revised: 1/26/2023 Salary Range: \$106,040.00 – \$121,946.00

COUNTY ADMINISTRATOR

GENERAL RESPONSIBILITIES

Serves as Chief Administrative Officer (CAO) responsible for the day-to-day operations of Jefferson County Government. CAO is highly skilled and experienced in operations management, a strategic thought partner, and a leader of organizational culture. CAO plays a critical role in the refinement, design, and integration of county-wide cross functional departments, systems, and processes to ensure operational efficiency for delivering services to the public.

CAO is responsible for the supervision of Deputy Administrator and the following Department Heads: Finance Director, Engineering, Maintenance, Homeland Security, Communications, IT, and the administrative support staff of the County Commission's office at the direction of the Jefferson County Commission. Works closely and in collaboration with other constitutionally elected officials.

ESSENTIAL 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.)

1. Responsible for administrative oversight for all county operations.
2. Meets with, advises, and receives direction from the Commission.
3. Responds to and carries out directives of the Commission.
4. Acts as liaison between Commission and Department Heads.
5. Works closely with Department Heads to establish operational benchmarks and resources needed to deliver services, proactively driving improvements as necessary.
6. Develop standards of accountability and clearly define measurements of success that enhance Department Head and staff capabilities and improve delivery of services.
7. Provide leadership and guidance to Department Heads and elected officials around all Human Resources-related issues, including but not limited to the selection, direction,

and evaluation of staff, as well as investigations and conflict resolution concerning personnel, county programs, services, and facilities.

8. Responsible for financial oversight, including but not limited to annual budgeting, procurement, funding requests, and project and program-based expenditures ensuring budget and financial allocations align with county priorities and goals.

9. Works with legal counsel on contractual agreements at the direction of the Commission and administers and enforces agreements.

10. Analyze proposals and provide recommendations to the Commission that adhere to county processes and policies and align with priorities.

11. Prepares, presents, and administers grants.

12. As a representative of the county, develop and maintain diplomatic relationships with Commission, employees, the public, state, and local legislators, elected officials, and representatives of agencies, boards, commissions, and industries.

13. Determines agenda for meetings, acts as a facilitator for meetings and prepares materials to appear before the Commission.

14. Reviews and proofreads all Commission minutes prior to distribution.

15. Reviews, as necessary, all correspondence directed to the Commission and to the County in general and prepares the appropriate response.

16. Responds to telephone calls and office visits from the public, Department Heads, and County employees.

17. Responds to media inquiries, Freedom of Information Act requests, etc.

18. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of operations management, human resource management, finance management, and budgeting.
- General knowledge of government operations to include economic development, land use planning, etc.
- Excellent verbal and written communications skills.
- Ability to deal with a wide variety of persons in settings ranging from highly structured to moderately unstructured where persons contacted may be skeptical, argumentative, or uncooperative.

- Able to diplomatically justify, defend, negotiate, or settle matters involving significant or controversial issues.
- Ability to handle sensitive information and maintain confidentiality.
- Able to delegate, multi-task, and manage time wisely to meet deadlines.

EDUCATION AND EXPERIENCE

- Bachelor's Degree Business Administration or related field.
- Master's Degree preferred.
- Extensive experience (minimum 10-12 years) in a mid or senior-level management position, preferably in business operations.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

Applications for vacancies with the Jefferson County Commission can be emailed to crezmer@jeffersoncountywv.org or mailed to Jefferson County Commission, Attn: Cindy Rezmer, 124 E. Washington Street, Charles Town, WV, 25414.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination* and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Jefferson County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

COMPENSATION:

Jefferson County employees are paid every two (2) weeks. A new employee ordinarily starts work at the rate specified in this announcement. The Jefferson County Commission reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE, AND HOLIDAYS:

(The following is unavailable for part-time and temporary positions).

- Employees accumulate annual leave according to the following schedule:

Years of Service - Days Per Month

0–5 years	1.25 days
5-10 years	1.5 days
10-15 years	1.75 days
15+ years	2 days

- Employees earn 1.5 days of sick leave per month
- Jefferson County observes 13 paid holidays per year and Primary and General Election Days as they occur.

HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:

(some of the benefits may be available to regular part-time employees)

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is provided to full-time employees, their spouse, and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Mandatory direct deposit is available to any banking institution designated by the employee.

EEOC Statement:

Jefferson County, WV is an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as

outlined by federal or state laws. Hiring decisions are based solely on qualifications, merit, and business needs at the time.

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday
- On call
- Weekend availability

Ability to commute/relocate:

- Charles Town, WV 25414: Reliably commute or planning to relocate before starting work (Preferred)

Work Location: One location