



**GRAND TRAVERSE COUNTY, MI  
DEPUTY COUNTY ADMINISTRATOR JOB DESCRIPTION**

<b>Title:</b>	<b>Deputy County Administrator</b>
<b>GENERAL SUMMARY</b>	
<p>Under general supervision of the County Administrator works in concert with the County Administrator in the overall management and administration of County services and functions.</p> <p>This position has direct overall responsibility for the management of the Human Resource Department.</p> <p>Assists the County Administrator in strategic and organizational planning. Assists in all resource and fiscal planning, County policies and programs approved by the County Board of Commissioners.</p> <p>Acts on behalf of the County Administrator as directed and during absences.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. May also be required to work on-call in an emergency. This position may require travel by the employee in the employee's own vehicle.</p>	
<b>PRIMARY DUTIES AND RESPONSIBILITIES</b> (may include but are not limited to the following)	
<ol style="list-style-type: none"><li>1. Plans, directs and oversees all aspects of the Human Resources department for the County.</li><li>2. Assesses County operations, staffing levels, facilities and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.</li><li>3. Plans, organizes, and directs County departments as assigned by County Administrator</li><li>4. Assists County Administrator in the formulation of strategic and organizational planning. Recommends objectives and associated goals for various departments/services to achieve the most cost effective and efficient operation possible.</li><li>5. Involved in the general management of county departments, including personnel, labor relations, fringe benefit levels, policy development and implementation, risk management, overall buildings and grounds, purchasing and other facets of general County administration and operations.</li><li>6. Ensures that the Board's direction is carried out and County policies, rules, regulations, and services are properly implemented.</li><li>7. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues.</li><li>8. Oversees special projects associated with overall County development, at the direction of the County Administrator</li><li>9. Acts on behalf of the County Administrator as directed and during absences.</li><li>10. Represents the County at a variety of community events and activities in support of positive public relations initiatives and developing liaison relationships between the community and the County.</li></ol>	



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### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Master's Degree in Business Administration or related field preferred
- Six to eight years of directly related experience in County or local government, including at least four years supervisory or managerial experience
- Additional two years of direct related experience may substitute for Master's Degree if there is demonstrated knowledge, ability and skills to perform the work.

### **CERTIFICATIONS, LICENSES** (minimum requirements)

- Requires a valid driver's license and personal vehicle insurance, and must maintain eligibility to drive as per the County's Vehicle policy.

### **CONDITIONS OF EMPLOYMENT** (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

Incumbent serves in an "on-call" capacity.

### **DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the County to accomplish its mission and may require the intervention of the County's Board of Commissioners to resolve or may not be resolvable.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 35 pounds (such as a box of paper)

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation.
- Advanced proficiency in communication – up and down the organization and with other groups. Understands and utilizes business communication methods and techniques.
- Knowledge of the principles and practices of local government administration including organizational forms and structures, and operating methods and procedures
- Advanced knowledge of related economic, governmental, accounting, budgeting, and risk management principles and practices, and applicable Federal, State, and County laws and



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regulations, internal audit procedures and budgets

- Knowledge of County functions, organization, and the department's role and relationships with agencies/jurisdictions
- Knowledge of risk management/insurance issues, economic development, and government procurement
- Understanding of organizational culture, employee engagement and organizational dynamics in implementing a proactive structure and systems to promote positive image of the County and within all departments
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the County Board of Commissioners, customers, co-workers, and representatives of other agencies.
- Knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Skill in crisis management, including the management of critical incidents
- Ability to work in a unionized environment; ability to negotiate and facilitate labor/management issues; ability to make tough personnel decisions firmly, fairly, and respectfully
- Ability to lead with vision and demonstrate strong leadership qualities
- Ability to take initiative and drive results based organizational excellence
- Ability to develop and implement managerial policies and prioritize the needs of the County
- Ability to develop and execute strategic plans, champion and manage change, and articulate County leadership's priorities
- Ability to identify and resolve problems that may impact the mission of the department and the County.
- Ability to appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Skill in researching and resolving problems in order to ensure compliance
- Ability to persuade others in order to gain concurrence or to resolve problems and gain cooperation
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently