

COOK County

Position Description

JOB TITLE: County Administrator	DATE PREPARED: 11/2024
DEPARTMENT: Administration	BOARD APPROVED:
REPORTS TO: Cook County Board of Commissioners	JOB GRADE: 270
FLSA: Exempt	

JOB SUMMARY:

The County Administrator is the chief administrative officer in the County. The Administrator is responsible for directing and managing the overall operation, departments and personnel in conformance with Minnesota Statute 375A.06. The Administrator shall ensure compliance with all County Board directives, policies and procedures; coordinate the various activities of the County; and unify the management of its affairs. The Administrator will assist the County Board in formulating strategic direction and provide leadership for exercising general and administrative supervision over designated county functions and operations. The Administrator will lead the organization and build a workplace culture that supports and implements the County's vision, mission, strategies, and goals.

Performs highly responsible leadership and managerial work as chief administrative officer of the county. The employee is under broad policy guidance and direction from the County Board. Work is performed in accordance with applicable Federal, State, and local laws and the accepted standards and practices of public administration. The Administrator has wide latitude for the exercise of independent judgment and decision making for the administration and direction of all programs and functions of government under the jurisdiction of the Board of County Commissioners. The Administrator directs and oversees the work of others, including program/service planning and delivery, personnel selection, evaluation of work performance, training, and disciplinary activities. The Administrator promotes employee professional development and provides coaching and mentoring to others.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

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

1. Implements the County Board's plans and policies by delegating work to staff and ensuring completion. Reviews and enforces implementation of County Board decisions and encourages department heads to set appropriate goals and timetables to complete projects. Develops and submits recommendations on policy and procedural matters to the County Board on the general affairs of the County. Coordinates, develops, implements, maintains, interprets, and enforces administrative Board policies and procedures for all County Departments and services. Ensures broad and consistent compliance with Board directives and actions.
2. Manages all appointed department heads and works closely with elected department heads. Provides overall direction, coordination, and evaluation of appointed department heads. Carries out these responsibilities in accordance with Cook County's policies, goals, and applicable state and federal laws. Supervises the Executive Administrative Assistant, Veterans Service Officer, Public Information Coordinator, and Community Center Assistant. Exercises personnel authority to hire, promote, and terminate employees with the approval

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of the County Board. Administers employee discipline consistent with County policies and procedures.

3. Organizes regular and special County Board meetings. Schedules speakers to appear and supervises preparation of agendas and packets of supporting materials. Responsible for ensuring that the County Board receives agenda and pertinent information in a timely manner.
4. Attends all regular and special Board meetings to serve as a resource. Recommends actions for adoption, processes Board actions, and ensures Board minutes are legally posted.
5. Writes letters, resolutions, position papers, and notices on behalf of the Board. Advises and assists in the formulation of legislative proposals on behalf of the County Board. Maintains communication with area legislators and monitors legislative activities.
6. Evaluates county structure, organization, administration, and services in order to promote efficiency and consistency and eliminate the duplication of services. Drives innovation in public service delivery by leading change strategies and the development of new systems and processes.
7. Facilitates special projects and assignments at the request of the Board. Works with the County Auditor-Treasurer in preparing, submitting, and presenting a detailed proposed annual budget and a long-range capital expenditure program. Works with the County Auditor-Treasurer in enforcing the provisions of the budget. In partnership with the Auditor-Treasurer, keeps the County Board advised of the financial condition of the County.
8. Makes recommendations regarding the capital improvement needs of the County. Develops, prepares, and coordinates short- and long-term capital improvement projects.
9. Administers, interprets and negotiates labor contract provisions, hears grievances, and researches and develops negotiation strategies, proposals, language and costs.
10. Serves as Board spokesperson with employees, other organizations, and public regarding County Board activities, procedures, and positions. Serves as a voting delegate to the Association of Minnesota Counties. Represents the Board at media events, public meetings, civic organizations, and interest groups. Participates in internal County committees, standing committees, and other organizations as needed and directed by the County Board.
11. Coordinates County Department Head meetings, preparing agenda and information.
12. Possesses knowledge of the Minnesota Data practices Act and the use and exchange of public information. Serves as Data Practices Compliance Official and Responsible Authority for Commissioner Data and Data Administered Outside the Offices of Elected Officials

NON-ESSENTIAL FUNCTIONS:

1. Perform other related duties as assigned by County Board.

MINIMUM QUALIFICATIONS:

Education and Experience

- Requires a combination of training and experience equivalent to Bachelor's degree in public or business administration or a related field. Minimum of ten (10) years of management experience in administration, human resources and public finance. Or an equivalent combination of education and experience sufficient to perform the essential functions of the job.

Required Certifications/Licenses

- Must have a valid driver's license.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of county government, personnel management and labor-management relations, public budgeting, effective management practices and the principles of public administration is essential.
- Essential competencies for the position include the ability to earn trust and establish credibility, patience and self-confidence, communication, collaboration and community engagement.
- Requires the ability to embody teamwork and cooperation with County staff, County Board of Commissioners and the public; make sound independent decisions from broad comprehensive data; develop and implement short- and long-range goals and objectives; plan, organize and coordinate the many functions and activities of County Government; direct, supervise and delegate work effectively.
- Extensive knowledge of the best practices, methods, and techniques for effective public administration.
- Knowledge of government operations including legislative process, tax structure, governmental relationships, and funding mechanisms.
- Considerable knowledge of local government organizational systems and structures.
- Considerable interpersonal skills in building and sustaining coalitions and effective working relationships with employee groups, elected and public officials, public and private agencies, other local units of government, and the general public.
- Working knowledge of local government finance practices including budgeting, cash management, investments, and internal controls.
- Thorough knowledge of the laws, ordinances and regulations underlying Minnesota County government.
- The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- The ability to establish and maintain effective working relationships with others.
- Ability to formulate strategic direction in keeping with the overall organizational mission, with broad guidance/governance and provide overall guidance to management.
- Considerable analytical ability to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.
- Ability to maintain effective working relationships with regular interaction with persons of influence involving considerable tact, discretion, and persuasion to negotiate important agreements or elicit desired behaviors.

INTERNAL/EXTERNAL RELATIONSHIPS:

- General public
- Board of Commissioners
- County staff and Department Heads

WORKING ENVIRONMENT:

- Duties are performed in a regular office environment.

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PHYSICAL REQUIREMENTS OF THIS POSITION:

- Sit or stand at a desk for extended periods of time and perform long hours of work in office setting.
- Hear and speak effectively to communicate in person and over the phone with the public, employees and others, including at professional levels outside the organization, to include attorneys, judges, law clerks, clients, law enforcement personnel.
- Visual acuity to read computer screens and printed documents.
- Manual dexterity to type on a keyboard and use a computer mouse. Perform manual tasks such as handwriting and searching through documents.
- Office work may include reaching for documents and supplies, standing to search through file cabinets, fingering to find files, grasping documents, and repetitive motions such as typing and sorting.
- Lift objects, boxes of files, and other office equipment weighing up to 25 pounds.
- Some travel is required. Evening and weekend work is required in attending a variety of meeting, events, and community-oriented activities.

“This Institution is an Equal Opportunity Employer”

“Cook County MN will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender identity, sexual orientation, disability, age, marital status, familial status, veteran status, or status about public assistance. We take affirmative steps to ensure that all our county’s employment practices are free of discrimination.”