



# Grand County

## Job Description

<b>Title:</b>	Commission Administrator	<b>Job Code:</b>	1000
<b>Division:</b>	Administration	<b>Effective Date:</b>	10/2023
<b>Department:</b>	County Commission	<b>Last Revised:</b>	10/2023

### GENERAL PURPOSE

The Commission Administrator serves as the County Commission's chief administrative officer. The Commission Administrator performs executive, administrative and managerial duties as needed to ensure the efficient and effective operations of the departments serving under the County Commission. This position performs administrative duties related to the management responsibilities of the County Commission including planning, coordinating, supervision, hiring, and firing.

### SUPERVISION RECEIVED

Performs duties according to established policy and the majority direction of the County Commission.

### SUPERVISION EXERCISED

Provides general supervision to Department Heads and contract employees who are under the purview of the County Commission. Supervises the Assistant Commission Administrator and may direct and supervise the Commission Coordinator.

### ESSENTIAL FUNCTIONS

#### Management & Administration:

- Oversees the day-to-day operations of all non-elected departments
- Oversees all necessary functions of the Commission's office
- Establishes Commission agendas in coordination with the Commission Chair and/or Vice-Chair
- Ensures statutory compliance in process and noticing
- Ensures proper filing of executed documents with the Clerk/Auditor
- Ensures the full execution of Commission decisions
- Serves as the Government Records and Access Management Appeal Officer
- Drafts resolutions, ordinances, proclamations, MOUs, inter-local agreements, contracts, requests for proposals, agenda summaries, etc.
- Ensures that requisite documents and information are presented on the County's website and the Utah Public Notice website
- May serve on a variety of committees as per policy or Commission direction
- Oversees the proper functioning of County Boards, Commissions, and Committees
- Oversees the timely renewal, and/or negotiation of contracts
- Facilitates strategic direction and utilization of County resources
- Analyzes and provides recommendations/support on legislative affairs as pertains to the County's strategic plans
- Analyzes and provides recommendations to the Commission on policy, fiscal and legislative matters
- Oversees special projects including but not limited to complex grant writing and implementation, long-range planning, and project management
- Investigates alternative funding sources and potential new methods for increasing the cost effectiveness of County operations
- Deploys strategy in the short term and maintains a focus on the mid- and long-term horizon and vision

#### Finance and Business:

- Assists the Clerk/Auditor and Finance Officer with finance and business matters as needed
- Assists with the administration of grants and contracts with Department Heads, the Clerk/Auditor, and other Elected Officials
- May serve on selection committees to review vendor bids or proposals
- Serves as Purchasing Agent

#### Hiring, Firing, & Performance Management:

- Hires non-elected Department Heads with the advice of a committee; Hires Commission Office Staff
- Determines, with the aid of the Human Resources Director and County Attorney, the termination or corrective action of any direct report
- Develops performance plans in cooperation with direct reports and conducts periodic performance evaluations

#### Policy Development & Implementation:

- Continually evaluates the effectiveness of policy and develops any requisite policy updates for Commission consideration
- Analyzes policies and procedures to advance County capacity building and organizational efficiency
- Ensures compliance with County policy and coordinates the execution of resolutions, ordinances, and other Commission directives

#### Communication:

- Coordinates and oversees the dissemination of information to Commission, Department Heads, Elected Officials, the public, and media
- Interacts with and coordinates mutual interests with other governmental and non-governmental entities
- Professionally represents the County's positions based on established policy, resolution, or ordinance
- Acts as liaison between departments, elected offices, and other entities

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from college with master's degree in public administration, political science, business administration, finance, law or a closely related field;
- AND
- B. Eight (8) years of managerial experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** principles and practices of County management/administration, including budgeting, finance, grantsmanship, parliamentary procedure, and program/services evaluation; Utah laws, regulations, and guidelines governing all aspects of county operations; Local, state and federal law, including Utah's Open and Public Meetings Act and Grand County's Form of Government; management concepts and methods related to team building, empowerment and participative leadership; human resource management and principles of supervision; training and staff utilization practices; legal and political issues affecting County operations and management; various revenue sources available to local governments including state and federal sources; principles of negotiation and problem solving.

**Advanced knowledge of** computer technologies affecting the future of County operations and services.

**Some knowledge of** fund accounting.

**Considerable skill** in the art of dispute resolution, diplomacy and cooperative problem solving; management, leadership and organizational behavior; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents.

**Skill in** research, report writing, and policy development; the operation of PC Computer, including Microsoft Word, Excel, Outlook and Internet.

**Ability to** understand and interpret complex laws, rules, regulations, policies, and guidelines; direct the work of others; plan, organize, and direct, through subordinate staff, the efficient, effective delivery of County programs, services and functions; coordinate effective interdepartmental cooperation among elected offices and departments; develop operating policies and procedures; analyzing and resolving problems arising regarding County programs, services, and function; remain neutral in political matters; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; operate personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment.

3. Special Qualifications:

- Must be bondable.
- Must respond to emergencies 24/7.
- Must pass post-employment offer physical, drug test and background examination.
- Must be willing to participate in random drug screening. Must complete a 12-month orientation/introductory period.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Occasional minor lifting generally not to exceed 25 lbs. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic daytime and overnight travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

(Employee)