

# Sevier County

## Job Description



<b>Title:</b> County Administrator & Economic Development	<b>Department:</b> County Commission
<b>Grade:</b> 30	<b>FLSA Status:</b> Exempt
<b>Job Code:</b> 100	<b>Effective Date:</b> 01/12 (Last Revised 06/19)

### GENERAL PURPOSE

As Chief Executive Officer, performs a variety of **professional executive and managerial** duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the County.

### SUPERVISION RECEIVED

Works under the broad policy directive of the Board of County Commissioners.

### SUPERVISION EXERCISED

Provides broad policy guidance, direction and general supervision to department heads related to operations, personnel, fiscal and general management functions of the County.

### ESSENTIAL FUNCTIONS

#### Executive Administrator

- Assists the county commissioners in the planning, delivery, and evaluation of all county services and department heads;
- Promotes the full and effective utilization of County personnel by establishing overall departmental objectives, priorities and standards;
- Assists with the preparation, administration, and monitoring of the County's budget;
- Submits budget and capital improvement programs to the County Commission;
- Apprises County Commission regarding ongoing financial status of the County;
- Directs the preparation of periodic operational/financial reports for County Commission review and/or approval;
- Evaluates the effectiveness of Department heads through regular staff meetings and periodic reports;
- Participates in all meetings of the County Commission and presents new/modified programs and policies for Commission review and approval;
- Represents the County in meetings with State, Federal, and other local governmental agencies, and in meetings with professional organizations and local/regional citizen groups;
- Manages the day-to-day operations and internal affairs of the County;
- Develops policies, procedures and processes as needed to implement the decisions of the County Commission;
- Approves recommendations for executive and administrative actions;
- Makes recommendations for legislative actions;
- Directs or conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the County as needed to assure integrity of operations and prevent impropriety;
- Informs/updates the County Commission regarding all major matters, transactions, developments, and activities relating to the operations, services, or functions of the County;
- Performs budget preparation and assures compliance with established budget limitations and allocations;

#### Economic Development

- Interacts with the County Commission to discuss/recommend new/modified services and activities to improve the health, safety, and/or welfare of the County's residents';
- Meets with County residents, attorneys, developers, consultants, vendors, and other parties to discuss/resolve issues of mutual concern and/or interest;
- Facilitates/ensures public access to County government and planning/development efforts/activities;
- Facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed;
- Promotes the attractiveness and benefits of the county to attract business and industry that is in harmony with the goals, standards and local culture of the county;
- Manages key economic development initiatives;
- Directs, coordinates, and develops informative and analytical materials, to promote and attract business activities to the Sevier County area and to retain current business.
- Assumes responsibility for general public relations activities, attends public events and delivers public addresses;
- Exercises general management over public property under the jurisdiction of the County Commission;

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

Graduation from college with master's degree in public administration, business administration, finance, economics or a closely related field, and six (6) years of managerial experience performing above or related duties, two (2) years of which must be in a supervisory capacity.

\*An equivalent combination of education and experience may be considered.

**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;
- Management concepts and methods related to team building, empowerment and participative leadership;
- Legal and political issues affecting County operations and management and training and staff utilization practices;
- Various revenue sources available to local governments including state and federal sources;
- Principles of negotiation and problem solving and supervision.

**Knowledge of**

- Computer technologies affecting the future of County operations and services.

**Considerable skill in**

- The art of diplomacy, 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;
- Operation of a personal computer and various software applications for word processing and spread sheet information;

**Ability to**

- Understand and interpret complex laws, rules, regulations, policies, and guidelines;
- Plan, organize, and direct, through subordinate staff, the efficient, effective delivery of County programs, services and functions;
- Develop operating policies and procedures and direct the work of others;
- Analyzing and resolving problems arising regarding County programs, services, and function;
- Establish and maintain effective working relationships with employees, other agencies and the public;
- Communicate effectively, verbally and in writing and implement cooperative problem-solving processes;
- Access e-mail and effectively function in a computerized communications environment.

**3. Special Qualifications:**

- Must be bondable.
- Must respond to emergencies 24/7.
- Resident of Sevier County.

**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 and 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 travel required in normal course of job performance.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. 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)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)