

Deputy County Administrator of Services



Position Description

Status

Full-Time, Nonexempt

Compensation

D63

Bargaining Unit

N/A

Reports to

County Administrator

Supervises

Parks Manager, Program Coordinator, Senior and Veteran Services Director, Program Assistant (MACC), Vehicle Technician, Mobility Specialist, Administrative Assistant

Position Category

Executive Director

Summary

The Deputy County Administrator of Services performs a wide range of difficult-to-complex leadership responsibilities for all areas directed by the County Administrator in accordance with policies and directives pursuant to all applicable state and federal laws and regulations. Responsible for integrating the strategic plan, priorities and goals throughout the organization.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Assists the County Administrator in the general management of County government by serving as liaison between the County Administrator and all departments and elected offices; acts as assistant to and may act for County Administrator, as authorized.
2. Assists with the overall leadership, development, implementation and accomplishment of short and long-range plans and policies related to Customer Service, Employee Engagement, Process Improvement and Financial Stability.
3. Assists with the financial management of the organization, including the development and implementation of the annual budget.
4. Responsible for providing information, advice, and counsel to the County Administrator in the creation of policies, programs, and strategic direction of the organization.
5. Assists with the administration of overall operation of the organization.

6. Provide direct oversight, budget review and implement the strategic plan within the service areas of Parks and Recreation, Tourism, Public Transportation, Senior and Veteran Services, Health Services, Animal Shelter, Economic Development and the Multi-Agency Collaborative Committee.
7. Develops organizational framework for customer service expectation and service delivery. Develop, monitor and assess service area satisfaction surveys.
8. Provide administrative representation to the Emergency Operation Center (EOC). Also, represent the transportation annex for transportation response to emergencies.
9. Responsible for countywide vehicle management.
10. Receives, investigates, and resolves complaints/concerns from stakeholders.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Bachelor's degree in business administration or organizational efficiency.
2. Seven (7) years of principles and practices of business administration including accounting and fiscal management practices and employment laws, and office procedures.
3. Seven (7) years of experience in leadership and government.

Preferred Education and Experience

1. Master's degree preferred, with a major focus on business administration.
2. Knowledge of State EOC reporting software.
3. Knowledge of the Michigan Emergency Management Act 390 of 1976.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____