



County Administrator

Job Description

Department: Commission
Position: Appointed
Grade: 734
Supervisory: Supervisor
Reports to: County Commission

Summary

Under guidance and direction of the County Commission, performs professional administrative duties related to planning, directing, and organizing processes necessary for efficient and economic operation of the County. Provides county-wide administrative continuity consistent with federal, state, and local law to provide innovative, effective, and fiscally responsible services to the citizens of Utah County. Selected candidate will be appointed by the County Commission and perform duties as directed by a majority of the Utah County Board of Commissioners neutrally and without giving preference to any single member of the Board of Commissioners.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage the day-to-day administration of the County Commission office to enhance operational effectiveness and efficiency.
2. Administer programs and policies as directed by the County Commission; oversee development and implementation of programs, policies, and procedures, as requested.
3. Act as a resource to improve communication and understanding between department heads.
4. Coordinate administrative services of County departments and agencies; coordinate direction and administration of County government through assignment of work, as needed.
5. Monitor compliance with general county administrative ordinances, rules, and policies; monitor adherence by County departments to budget, accounting, purchasing, personnel, and other administrative policies; report findings, as needed.
6. Function as intergovernmental liaison of the County; communicate with lobbyists, legislators, mayors, cities, boards, advisory councils, and special service districts as authorized by the County Commission; coordinate provision of services, as needed.
7. Function as the Chief Public Information Officer for the County; communicate with various media outlets, as authorized.

For Office Use Only

Job Code: 1289
Job Title: County Administrator
FLSA: Exempt
Effective Date: 7/13/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Commission

8. Coordinate and improve consistency of County branding across departments including graphical imaging, messaging, UX/UI website design and monitoring of County related social media accounts.
9. Assist the County Commission with planning, coordinating, and evaluating the work of appointed department heads; participate in staffing decisions related to the hiring and retention of staff in the County Commission Office, as needed; evaluate performance of appointed department heads.
10. Monitor proper utilization of County resources; coordinate with department heads, as needed.
11. Assist with preparation of the long- and short-range strategic plans for County operations for review, revision, and approval by the County Commission; prepare analyses and recommendations on public policy issues and long-range plans for the County; develop and coordinate proposals for changes, as needed.
12. Assist with administration of the annual budget process; work with dept heads and commissioners to plan for future projects, considering total costs and project revenues.
13. Attend meetings on behalf of the County for the limited purpose of sharing and gathering information, unless officially appointed to the governing body, (e.g., MAG Meetings, Special Service District Meetings, City meetings, task force meetings from the state, UTA Board meetings, UDOT meetings, Governor's Office Economic Opportunity meetings, State Growth Strategy meetings, etc.)
14. Maintain collaborative relationships between the County Commission and other elected County officials and special service districts to maximize the effectiveness of the County.
15. Lead and direct administration of county level projects and capital plan development and implementation.
16. Propose, maintain, and implement County, economic development, affordable housing, and strategic growth plans including action plan for transition to County of the First Class in coordination with the State Legislature.
17. Provide neutral response to general emails, calls, and outreach requests for all commission offices.
18. Plan and promote county-wide employee events to enhance the employee experience.
19. Coordinate training and support for newly elected officials.
20. Complete special projects, as requested by the County Commission.

Knowledge, Skills, and Abilities

- Considerable knowledge of management theory, methods, and practices
- Considerable knowledge of modern principles and practices of public administration
- Considerable knowledge of governmental and fiscal accounting principles, practices, and procedures
- Knowledge of media and public relations principles, theories, and practices
- Knowledge of the public policy process, with emphasis in the State and County level of government

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- Knowledge of public affairs, taxation, and political issues affecting Utah County and the Commission
- Knowledge of County organizations and department operations
- Knowledge of laws, Codes, rules, and regulations relevant to work performed
- Knowledge of research and statistical analysis and the evaluation of research data
- Highly skilled in research and analysis
- Skilled in leadership and organizational behavior
- Skilled in supervisory techniques
- Skilled in conducting presentations
- Skilled in reading, writing, and statistical math
- Skilled in document composition
- Skilled in utilizing various computer applications, including word processing, spreadsheets, and databases
- Ability to understand, interpret, and apply County, State, and Federal laws and regulations governing the conduct of County operations
- Ability to evaluate, develop, and implement management systems, policies, and controls
- Ability to exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations
- Ability to maintain strict confidentiality related to sensitive administrative information
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain comprehensive records and files
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities
- Ability to exercise expert, independent judgment within general policy guidelines
- Ability to establish and carry out long- and short-term objectives
- Ability to coordinate multiple tasks efficiently

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. Work occasionally exposes the incumbent to high-stress situations, including contact with employees and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent is considered to be "on-call" any day or time.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Required Education and Experience

1. Bachelor's degree in Public Administration, Business Management, or a closely related field.
2. Seven (7) years of management-level experience in business or government operations.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with a master's degree in Public Administration or Business Administration.
2. Preference may be given to applicants with experience working as a leader or administrator in local government.

Additional Eligibility Qualifications

1. Incumbent must be bondable.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants may be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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