



An Equal Opportunity Employer

JOB TITLE	Administrator		FLSA STATUS	Exempt
DEPARTMENT	Commissioners		CIVIL SERVICE STATUS	Unclassified
REPORTS TO	Board of Commissioners		EMPLOYMENT STATUS	Full-Time
LAST REVISION	March 30, 2021		APPROVAL RESOLUTION	21-04-403
PAY GRADE	Salary			

ESSENTIAL FUNCTIONS:

Under the direction and supervision of the Board of County Commissioners:

Direct the administration, enforcement, and execution of the policies and resolutions of the Board; recommend measures for adoption to the Board.

Attend all meetings of the Board at which the Administrator’s attendance is required and actively participate as a member to various boards, commissions or organizations when assigned by the Board.

Keep the Board fully apprised on financial conditions of Miami County, assisting in the monitoring of the budget and appropriations and the presentation and submittal of a budget each fiscal year; prepare and submit to the Board reports required by that body, or reports that it considers advisable.

Directly supervise the following Commission department heads, administrative, and program staff:

Animal Shelter	Emergency Management Agency	Job and Family Services
Communications Center	Facilities and Operations	Sanitary Engineering
Department of Development	Human Resources	Transit

Indirectly supervise other employees under the direction of the Board of Commissioners. Provide leadership, build consensus, and collaborate with multiple executives to achieve goals and objectives.

Contract on behalf of the Board within the limits provided by resolution of the Board, provided that the resolution authorizing such actions shall also specify the types of contracts upon which the Administrator may act without further resolution of the Board.

Allow and pay claims for goods received and services rendered within limits provided by resolution of the Board, provided that the department receiving those goods and services certifies their receipt before the Administrator allows the claim.



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Provide leadership for managing grants submitted and received in the name of the Board, reviewing for fiscal compliance and satisfaction of grant conditions. Ensure funds are utilized to the greatest extent and that programs undertaken with the authority of the Board comply with local, State, and Federal regulations.

Manage project activities, ensuring projects proceed within approved time frames and budgets, coordinating activities with outside contractors and assisting with writing bid specifications.

Complete special studies or projects, as requested by the Board (e.g., manpower planning, budget estimates, contract bidding, annual report, strategic plan, etc.)

While demonstrating regular and predictable attendance, meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Confer with County Prosecutor regarding contracts and other legal documents.

Perform any and all personnel functions otherwise conferred or incumbent upon the Board under ORC Chapter 124, or any other chapter or section of the Ohio Revised Code, provided that the Board, by resolution, has delegated the specific functions to the Administrator.

Any other duties as assigned.

EXPERIENCE, EDUCATION, LICENSES, CERTIFICATION:

REQUIRED: Bachelor's degree in Public Administration, Political Science, Business Administration, or related field plus four year's management experience

PREFERRED: Experience in the public sector and a Master's Degree in Public Administration, Political Science, Business Administration, or related field

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

Knowledge: County policies and procedures; county government structure; modern office practices, procedures and equipment; federal and state laws and regulations pertaining to county; government; personnel administration and personnel practices; supervisory principles and practices; budgeting principles and practices; management principles; operational activities of county; human resource planning; proper research methods; county, state, and federal personnel and employment laws and regulations; Ohio Civil Service laws, rules, and regulations; public relations techniques; interviewing techniques;

Skill: Follow administrative directions and policy; develop and maintain cooperative working relationships; communicate effectively; record, prepare and maintain accurate documentation, tactfully handle frequent public contacts; safeguard information of a sensitive or confidential nature; file and index information according to established procedures; answer routine inquiries and resolve minor complaints; prepare accurate, concise, and



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meaningful reports; prepare routine reports and standard letters; deal with many variables and develop course of action; apply management principles to practical work situations; define problems, collect data, establish facts, and draw valid conclusions

Ability: Develop and maintain effective working relationships with Board of Commissioners, associates, subordinates, government officials, and the general public; supervise the work of others; maintain accurate records; safeguard information of a sensitive or confidential nature; interpret extensive variety of technical material; calculate fractions, decimals, and percentages; prepare contract specifications; maintain a professional public image as a representative of the Board of Commissioners; maintain State of Ohio vehicle operator's license

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. This position description supplies the general requirements of this position and in no manner should it be implied that the above are the only duties or responsibilities performed by the position incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and/or assigned.

My (employee) signature below signifies that I have reviewed the Position Description and that I understand the contents thereof.

(Employee Signature)

(Date)