

Title: Assistant County Administrator
Department: Administration
Division/Office: County Administrator's Office



Grade 2127; FLSA Exempt position; Category: Classified; Job Code: ASCA; Est.:07/01/2021

General Description

The purpose of this position is to assist with the day-to-day managements and operations of County departments, so County Administrator can focus on high level internal and external representational responsibilities. Assignments received can be difficult in nature and direction is in the form of broad policy guidelines, general goals and objectives, and applicable legal standards or regulations.

This position develops, administers, and implements programs within organizational policies and County Ordinances. The Assistant County Administrator is hired by, reports to, and is evaluated by the County Administrator.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Serves as advisor and administrative coordinator for the County Administrator.
- Participates in planning, directing and coordinating the overall programs and activities of County government;
- Assumes responsibility for the administration of County government in the absence of the County Administrator;
- Directs, administers and coordinates new and ongoing General Fund Capital projects;
- Administers General Fund contracts as directed;
- Actively participates in overseeing the execution of all ordinances, resolutions and orders of the Levy Court, and all state and federal laws required to be enforced by the County;
- Assists in preparation and submission of proposed annual budget and long-range capital expenditures program;
- Manages various projects as assigned by the County Administrator.
- Provides reports as directed by the County Administrator;
- Prepares items for Levy Court agendas.
- Serves as liaison between County and individuals and groups in the private and public sector.
- Drafts and recommends to the County Administrator policies and procedures for adoption by Levy Court when deemed advisable or expedient.
- Examines the books and records of County departments and report findings to the County Administrator.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in public or business administration, finance, planning, human resources or related field (MPA desirable) with two to five years of supervisory experience in a major area of public administration, preferably in a local government; or an equivalent combination of education, training, and experience.

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Additional Requirements:

Comprehensive knowledge of the organization, functions, and issues facing county government; working understanding of the principles and practices of public administration including finance, programming and budgeting, personnel and public relations; ability to conduct technical and administrative studies; ability to write and speak effectively; demonstrated ability to direct and supervise the work of others; ability to establish and maintain effective working relationships with public officials, employees, and the general public; good physical condition; mature judgment; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement