

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Administration  
Unclassified, GRADE 22  
FLSA exempt position

**COUNTY ADMINISTRATOR**

**GENERAL STATEMENT OF DUTIES:** Serves as chief administrative officer of the County; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class are charged with the responsibility for the day-to-day operations of the County government. Assignments received from the Levy Court are difficult in nature and direction is in the form of broad policy guidelines, general goals and objectives, and applicable legal standards or regulations. Supervision is exercised over all County department directors, managers, and employees except elected officials and their deputies, although authorized to extend professional expertise in staff services as requested.

**ADA 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; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is not subject to adverse environmental conditions.

**EXAMPLE OF WORK:** (Illustrative only)

Serve as chief advisor to the Levy Court;  
Provide for 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;  
Appoint, suspend, and remove with the approval of the Levy Court all personnel whose appointment, suspension, or removal is a function of the Levy Court under general law;  
Prepare and submit a proposed annual budget and long range capital expenditures program;  
Enforce provisions of the annual budget when adopted by the Levy Court;  
Keep the Levy Court advised as to the financial condition and needs of the County;  
Provide reports as required by the Levy Court or as the administrator deems advisable;  
Direct the preparation of all Levy Court agendas;  
Formulate short and long term goals for the County;  
Conduct performance evaluations of all appointed department directors;  
Serve as liaison between County and individuals and groups in the private and public sector;

Recommend measures for adoption by Levy Court when deemed advisable or expedient;  
Examine the books and records of County departments and report findings to the Levy Court;  
Attend all meetings of the Levy Court;  
Cultivate and maintain positive relationships with State and local elected and appointed officials;  
Formulate a legislative program for the Levy Court for submission to the State legislature and works for the passage of the legislation;  
Monitor State of Delaware and federal legislative activity and keep the Levy Court apprised of those activities affecting the County.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the organization, functions, and issues facing County government; comprehensive knowledge 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; 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.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in public or business administration, finance, planning, or closely related field (MPA desirable) with extensive supervisory experience in a major area of public administration, preferably in a local government; or any combination of experience, and training approved by the Levy Court.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. 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.

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Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15