

**Title: County Administrator**  
**Department: Administration**  
**Division/Office: N/A**



Grade 2138; FLSA Exempt position; Category: Unclassified; Job Code: CYAD; Rev.:07/01/2021

### **General Description**

The purpose of this position is to manage the daily operations of the County government; provide direction and supervision of all County departments, services, and budgets; develop and pursue organizational goals, objectives, and management policies; and implement the programs and policies of Kent County Government as its Chief Administrative Officer.

This position is appointed by Levy Court and represents the County government on all matters per Delaware Code and provides for the implementation of all ordinances, resolutions and orders of the Levy Court, and compliance with all state and federal laws required to be enforced by the County.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Additional functions may be assigned as necessary.*

- Facilitates, coordinates and manages Levy Court workflow and schedule and advises Commissioners on policy development, community affairs, and governance.
- Provides direction and oversight to management team, County projects and initiatives.
- Develops and recommends adoption of the annual budget and other business, infrastructure and resource plans; directs the development of the capital improvement plan budget for approval by Levy Court; monitors the implementation of adopted budgets.
- Addresses inquiries, problems and complaints from citizens, and assists Commissioners with constituent matters.
- Leads and implements various high-level strategy, change and improvement initiatives for Kent County Government.
- Manages the strategic planning process and leads innovation efforts to build employee capacity to suggest ideas and make improvements in the efficiency and effectiveness of operations.
- Appoints, supervises, directs, disciplines, and evaluates department directors;
- Serves as liaison between County and individuals and groups in the private and public sector;
- Recommends measures for adoption by Levy Court when deemed advisable or expedient;
- Examines the books and records of County departments and report findings to the Levy Court;
- Cultivates positive relationships with State and local elected and appointed officials;
- Formulates a legislative program for the Levy Court for submission to the State legislature and works for the passage of the legislation;
- Monitors State of Delaware and federal legislative activity and keep the Levy Court apprised of those activities affecting the County.
- Serves as Administration Department Head and as such supervises, delegates tasks, and directs departmental staff, evaluates managers, resolves employee concerns and problems, insures completion of work by staff through managers.
- Delegates, coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops economic development goals and objectives and implements economically advantageous commercial projects that are in line with the County's vision and values.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Bachelor's degree in public administration, business administration, urban planning, economics, or

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related discipline supplemented by ten (10) years of increasingly responsible experience in municipal administration with a successful record of financial, personnel and project management or an equivalent combination of education, training and experience.

**Additional Requirements:**

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.

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:**

- Prefer certification by the International City/County Management Association, AICP, or similar professional certification.
- 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.

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Employee Acknowledgement